



Carlson Building Maintenance

PTO Form

09-08-2025

PTO Form

Employee name: Reinaldo-Espinosa

Employee number: 4563

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 09-04-2025 To: 09-05-2025

Number of hours 16.0

Manager Approval

☒ Approval

Comments:

this PS would like to make 40hrs form this PTO

Manager Signature

09-08-2025

Date