

Carlson Building Maintenance

PTO Form

Employee name:	Reinaldo-Espinosa				
Employee number:	4564				
Department:	Service				
Manager:		Pedro Amaro			
Dates of absence:	From:	05-12-2025	To:	05-16-2025	
Number of hours	39.0				

Manager Approval

☑ Approval

Comments: this EE request for this PTO

05-15-2025

Manager Signature

Date