



Carlson Building Maintenance

PTO Form

09-18-2024

PTO Form

Employee name: Salomé -Morales

Employee number: 4971

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 08-25-2024 To: 09-01-2024

Number of hours 35.0

Manager Approval

Approval

Comments:

This EE ask for this PTO and DM forget to put on the system can you please send the check out for this missing PTO

Manager Signature

09-18-2024

Date