# Carlson Building Maintenance

**PTO Form** **01-06-2025**

## PTO Form

Employee name: Marina -Garcia

Employee number: 6210

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 01-04-2025 To: 01-05-2025

Number of hours **4.0**

## Manager Approval

☑ Approval

Comments:
this EE request for this PTO

[redacted] 01-06-2025

Manager Signature Date