

Carlson Building Maintenance

PTO Form

12-01-2025


PTO Form

Employee name:	Luis Martinez	
Employee number:	6833	
Department:	Service	
Manager:	Pedro Amaro	
Dates of absence:	From: 11-28-2025	To: 11-29-2025
Number of hours	8.0	

Manager Approval

☒ Approval

Comments:
this EE request this day for PTO also don't need coverages it's a PS

	12-01-2025
Manager Signature	Date