



# Carlson Building Maintenance

**PTO Form**

**02-16-2024**

## PTO Form

Employee name: Simon-Amaro

Employee number: 7512

Department: Service

Manager: Eduardo Espejel

Dates of absence: From: 02-15-2024 To: 02-23-2024

Number of hours 23

## Manager Approval

Approval

Comments:

Ee will be out for the following week and requested to get paid his pto including a day off he had on 2/15/24

Manager Signature

02-16-2024

Date