



Carlson Building Maintenance

PTO Form

03-18-2024

PTO Form

Employee name: Daniel-Altamirano

Employee number: 7909

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 03-14-2024 To: 03-15-2024

Number of hours 10.5

Manager Approval

Approval

Comments:

this EE request for this PTO on this dates 3/14 and 3/18

Manager Signature

03-18-2024

Date