



Carlson Building Maintenance

PTO Form

01-16-2024

PTO Form

Employee name: Miriam -Castillo

Employee number: 9835

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 01-05-2024 To: 01-06-2024

Number of hours 5

Manager Approval

Approval

Comments:

This EE request for this PTO



Manager Signature

Date

01-16-2024