



# Carlson Building Maintenance

**PTO Form**

**07-09-2024**

## PTO Form

Employee name: Florentina-Melendez

Employee number: 10240

Department: Maintenance

Manager: Edwin Pacheo

Dates of absence: From: 07-04-2024 To: 07-04-2024

Number of hours 4.45

## Manager Approval

Approval

Comments:  
employee request this day

Manager Signature

07-09-2024

Date