



# Carlson Building Maintenance

**PTO Form**

**02-21-2024**

## PTO Form

Employee name: Florentina-Serrano

Employee number: 10240

Department: Operations

Manager: Bob Kay

Dates of absence: From: 01-12-2024 To: 01-13-2024

Number of hours 10

## Manager Approval

Approval

Comments:

Florentina took PTO for two days at 5 hours each day 01/12 & 01/13

Manager Signature

02-21-2024

Date