

## **Carlson Building Maintenance**

PTO Form 12-02-2024

| PTO Form                             |              |                  |     |            |
|--------------------------------------|--------------|------------------|-----|------------|
|                                      |              |                  |     |            |
| Employee name:                       | Elma-Vasquez |                  |     |            |
| Employee number:                     | 11095        |                  |     |            |
| Department:                          | Service      |                  |     |            |
| Manager:                             | Pedro Amaro  |                  |     |            |
| Dates of absence:                    | From:        | 12-05-2024       | To: | 12-06-2024 |
| Number of hours                      | 5.0          |                  |     | _          |
|                                      | N            | Ianager Approval |     |            |
|                                      |              |                  |     |            |
| Comments: this EE request for this P | ТО           |                  |     |            |
| Manager Signature                    |              |                  | Dat | 12-02-2024 |