



# Carlson Building Maintenance

**PTO Form**

**09-05-2024**

## PTO Form

Employee name: Alejandro-Juarez-Sanchez

Employee number: 11156

Department: Service

Manager: Bob Kay

Dates of absence: From: 08-25-2024 To: 08-31-2024

Number of hours 36.75

## Manager Approval

Approval

Comments:

Manager Signature

09-05-2024

Date