



# Carlson Building Maintenance

**PTO Form**

**10-04-2024**

## PTO Form

Employee name: Juana-Martinez

Employee number: 11217

Department: Operations

Manager: Jose Martinez

Dates of absence: From: 09-30-2024 To: 10-05-2024

Number of hours 35.0

## Manager Approval

Approval

Comments:

JM

Manager Signature

10-04-2024

Date