



# Carlson Building Maintenance

**PTO Form**

**11-25-2024**

## PTO Form

Employee name: Alejandro -Cruz

Employee number: 11610

Department: Maintenance

Manager: Felix Varela

Dates of absence: From: 11-27-2024 To: 11-28-2024

Number of hours **8.0**

## Manager Approval

Approval

Comments:

Manager Signature

11-25-2024

Date