



# Carlson Building Maintenance

**PTO Form**

**09-30-2024**

## PTO Form

Employee name: Teresa -Sanchez

Employee number: 11729

Department: Service

Manager: Eduardo Espejel

Dates of absence: From: 09-27-2024 To: 09-28-2024

Number of hours 5.0

## Manager Approval

Approval

Comments:

Manager Signature

09-30-2024

Date