



# Carlson Building Maintenance

**PTO Form**

**09-08-2024**

## PTO Form

Employee name: Martha -Martinez

Employee number: 11887

Department: Human Resources

Manager: Cruz Hernandez

Dates of absence: From: 09-02-2024 To: 09-03-2024

Number of hours 5.0

## Manager Approval

Approval

Comments:

Ella tomó este día de vacaciones.

\_\_\_\_\_  
Manager Signature

09-08-2024

\_\_\_\_\_  
Date