



# Carlson Building Maintenance

**PTO Form**

**11-23-2024**

## PTO Form

Employee name: Maria-Lopez

Employee number: 11964

Department: Service

Manager: Rene Cedillo

Dates of absence: From: 11-18-2024 To: 11-24-2024

Number of hours 48.0

## Manager Approval

Approval

Comments:

EE PUT IN 2 WEEKS NOTICE & WANTS PTO PAID OUT

Manager Signature

11-23-2024

Date