



# Carlson Building Maintenance

**PTO Form**

**02-07-2024**

## PTO Form

Employee name: Edith-Ocampo

Employee number: 12745

Department: Maintenance

Manager: Felix Varela

Dates of absence: From: 02-01-2024 To: 02-03-2024

Number of hours 10

## Manager Approval

Approval

Comments:

Manager Signature

Date

02-07-2024