



# Carlson Building Maintenance

**PTO Form**

**01-29-2024**

## PTO Form

Employee name: Mario-Alavez

Employee number: 12996

Department: Maintenance

Manager: Felix Varela

Dates of absence: From: 01-08-2024 To: 01-14-2024

Number of hours 35

## Manager Approval

Approval

Comments:

Manager Signature

01-29-2024

Date