



# Carlson Building Maintenance

**PTO Form**

**12-09-2024**

## PTO Form

Employee name: Guadalupe -Montalvo

Employee number: 13289

Department: Service

Manager: Eduardo Espejel

Dates of absence: From: 12-10-2024 To: 12-11-2024

Number of hours 6.0

## Manager Approval

Approval

Comments:

Manager Signature

12-09-2024

Date