



# Carlson Building Maintenance

**PTO Form**

**02-07-2024**

## PTO Form

Employee name: Ma-Garcia

Employee number: 13372

Department: Maintenance

Manager: Felix Varela

Dates of absence: From: 02-07-2024 To: 02-11-2024

Number of hours 15

## Manager Approval

Approval

Comments:

Manager Signature

02-07-2024

Date