



# Carlson Building Maintenance

**PTO Form**

**02-26-2024**

## PTO Form

Employee name: Mayte -Villanueva

Employee number: 13609

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 02-25-2024 To: 03-03-2024

Number of hours 39

## Manager Approval

Approval

Comments:  
this EE request for his PTO

  
Manager Signature

02-26-2024  
Date