



# Carlson Building Maintenance

**PTO Form**

**03-12-2024**

## PTO Form

Employee name: Mayte -Villanueva

Employee number: 13609

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 03-09-2024 To: 03-16-2024

Number of hours 30

## Manager Approval

Approval

Comments:

This EE give the 7days noticed the last day of work was 3/9 Can you put all PTO on file

  
Manager Signature

03-12-2024  
Date