



# Carlson Building Maintenance

**PTO Form**

**09-30-2024**

## PTO Form

Employee name: susana-Ortis

Employee number: 13679

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 09-22-2024 To: 09-25-2024

Number of hours 18.0

## Manager Approval

Approval

Comments:

this EE request for this PTO for this date 9/22 and O/N 9/25 and 9/28 regular day

  
Manager Signature

09-30-2024  
Date