



# Carlson Building Maintenance

**PTO Form**

**03-03-2024**

## PTO Form

Employee name: Fredy -Vergara

Employee number: 1382

Department: Service

Manager: Lino Huerta

Dates of absence: From: 02-26-2024 To: 02-27-2024

Number of hours 7

## Manager Approval

Approval

Comments:

He requested this day for PTO

Manager Signature

03-03-2024

Date