



# Carlson Building Maintenance

**PTO Form**

**08-01-2024**

## PTO Form

Employee name: Sandra -García

Employee number: 13865

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 07-29-2024 To: 08-01-2024

Number of hours 24.0

## Manager Approval

Approval

Comments:

This EE request for this PTO

  
\_\_\_\_\_  
Manager Signature

08-01-2024  
\_\_\_\_\_  
Date