



Carlson Building Maintenance

PTO Form

05-15-2024

PTO Form

Employee name: Vanesa -Ruiz

Employee number: 14013

Department: Service

Manager: Lino Huerta

Dates of absence: From: 05-10-2024 To: 05-13-2024

Number of hours 10.0

Manager Approval

Approval

Comments:

She requested this days for PTO

Manager Signature

05-15-2024

Date