



# Carlson Building Maintenance

**PTO Form**

**09-16-2024**

## PTO Form

Employee name: Vanesa -Ruiz

Employee number: 14013

Department: Service

Manager: Lino Huerta

Dates of absence: From: 09-14-2024 To: 09-16-2024

Number of hours 9.0

## Manager Approval

Approval

Comments:

She requested this days for PTO

Manager Signature

09-16-2024

Date