



# Carlson Building Maintenance

**PTO Form**

**10-20-2024**

## PTO Form

Employee name: Martha -

Employee number: 14793

Department: Operations

Manager: Jose Martinez

Dates of absence: From: 09-28-2024 To: 09-29-2024

Number of hours 10.0

## Manager Approval

Approval

Comments:

Manager forgot to submit the PTO form

JM

Manager Signature

10-20-2024

Date