



# Carlson Building Maintenance

**PTO Form**

**04-08-2024**

## PTO Form

Employee name: Agustina -Velasco

Employee number: 14834

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 04-06-2024 To: 04-13-2024

Number of hours 40.0

## Manager Approval

Approval

Comments:

this EE the last day of work was on 4/6 can you put all PTO on the system.

Manager Signature

04-08-2024

Date