



# Carlson Building Maintenance

**PTO Form**

**09-09-2024**

## PTO Form

Employee name: Laura -Avila

Employee number: 14858

Department: Service

Manager: Eduardo Espejel

Dates of absence: From: 09-15-2024 To: 09-16-2024

Number of hours 6.0

## Manager Approval

Approval

Comments:

Manager Signature

09-09-2024

Date