



# Carlson Building Maintenance

**PTO Form**

**08-22-2024**

## PTO Form

Employee name: Rafael-Rodriguez

Employee number: 14899

Department: Service

Manager: Lino Huerta

Dates of absence: From: 08-23-2024 To: 08-26-2024

Number of hours 20.0

## Manager Approval

Approval

Comments:

He requested this days free PTO

z 08-22-2024

Manager Signature Date