



# Carlson Building Maintenance

**PTO Form**

**07-15-2024**

## PTO Form

Employee name: Analies -Shinguango

Employee number: 14910

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 06-20-2024 To: 06-27-2024

Number of hours 40.0

## Manager Approval

Approval

Comments:  
this EE missing a PTO and she already request it

  
\_\_\_\_\_  
Manager Signature

07-15-2024  
Date