



# Carlson Building Maintenance

**PTO Form**

**09-08-2024**

## PTO Form

Employee name: Silvino-Lara

Employee number: 15465

Department: Service

Manager: Lino Huerta

Dates of absence: From: 09-01-2024 To: 09-02-2024

Number of hours 81.9

## Manager Approval

Approval

Comments:

this person is not working anymore and he gave a week of time of notification, please pay all his PTO available

Manager Signature

09-08-2024

Date