



# Carlson Building Maintenance

**PTO Form**

**12-04-2024**

## PTO Form

Employee name: Benjamin-Valle

Employee number: 15476

Department: Service

Manager: Rene Cedillo

Dates of absence: From: 12-08-2024 To: 12-22-2024

Number of hours 18.0

## Manager Approval

Approval

Comments:  
PTO DAYS OFF 12/8 - 12/21 -12/22

Manager Signature

12-04-2024

Date