



# Carlson Building Maintenance

**PTO Form**

**10-14-2024**

## PTO Form

Employee name: Martin-Mendoza

Employee number: 3623

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 10-08-2024 To: 10-31-2024

Number of hours 79.0

## Manager Approval

Approval

Comments:  
this EE request for all PTO have on file

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

\_\_\_\_\_  
Date 10-14-2024