



# Carlson Building Maintenance

**PTO Form**

**10-25-2024**

## PTO Form

Employee name: Andrea -Villanueva

Employee number: 4690

Department: Service

Manager: Lino Huerta

Dates of absence: From: 10-30-2024 To: 11-12-2024

Number of hours **80.0**

## Manager Approval

Approval

Comments:

She requested this day for PTO

Manager Signature

10-25-2024

Date