



# Carlson Building Maintenance

**PTO Form**

**10-28-2024**

## PTO Form

Employee name: Victoria -Ochoa

Employee number: 5322

Department: Service

Manager: Lino Huerta

Dates of absence: From: 10-20-2024 To: 10-26-2024

Number of hours 40.0

## Manager Approval

Approval

Comments:

She requested this days for pto

Manager Signature

10-28-2024

Date