



Carlson Building Maintenance

PTO Form

08-15-2024

PTO Form

Employee name: Victoria-Ponce

Employee number: 5322

Department: Service

Manager: Lino Huerta

Dates of absence: From: 08-20-2024 To: 09-03-2024

Number of hours 75.0

Manager Approval

Approval

Comments:

She requested this days for PTO

Manager Signature

08-15-2024

Date