



# Carlson Building Maintenance

**PTO Form**

**08-19-2024**

## PTO Form

Employee name: Maria -Ortiz

Employee number: 6620

Department: Service

Manager: Eduardo Espejel

Dates of absence: From: 08-17-2024 To: 08-19-2024

Number of hours 5.0

## Manager Approval

Approval

Comments:

Manager Signature

08-19-2024

Date