



# Carlson Building Maintenance

**PTO Form**

**03-04-2024**

## PTO Form

Employee name: Luis -Martinez

Employee number: 6833

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 03-01-2024 To: 03-02-2024

Number of hours 8

## Manager Approval

Approval

Comments:  
this EE request for this PTO

Manager Signature

03-04-2024

Date