



# Carlson Building Maintenance

**PTO Form**

**11-20-2024**

## PTO Form

Employee name: Guadalupe-Rosas

Employee number: 7339

Department: Maintenance

Manager: Felix Varela

Dates of absence: From: 11-15-2024 To: 11-16-2024

Number of hours 6.0

## Manager Approval

Approval

Comments:

Manager Signature

Date

11-20-2024