



# Carlson Building Maintenance

**PTO Form**

**12-01-2024**

## PTO Form

Employee name: Jhonathan -Guzmán

Employee number: 9999

Department: Human Resources

Manager: Cruz Hernandez

Dates of absence: From: 11-23-2024 To: 12-02-2024

Number of hours 40.0

## Manager Approval

Approval

Comments:

El tomó estos días de vacaciones.

Manager Signature

12-01-2024

Date