



# Carlson Building Maintenance

**PTO Form**

**12-16-2024**

## PTO Form

Employee name: Jonathan -Guzmán

Employee number: 9999

Department: Human Resources

Manager: Cruz Hernandez

Dates of absence: From: 12-01-2024 To: 12-14-2024

Number of hours 37.0

## Manager Approval

Approval

Comments:

El tomó estos días de vacaciones

\_\_\_\_\_  
Manager Signature

12-16-2024

\_\_\_\_\_  
Date