



Carlson Building Maintenance

PTO Form

12-04-2024

PTO Form

Employee name: Claudia -Caceres

Employee number: 12779

Department: Service

Manager: Lino Huerta

Dates of absence: From: 11-27-2024 To: 11-28-2024

Number of hours 8.0

Manager Approval

Approval

Comments:

She requested this day for PTO

Manager Signature

12-04-2024

Date