



# Carlson Building Maintenance

**PTO Form**

**08-15-2024**

## PTO Form

Employee name: David -Citrus

Employee number: 13828

Department: Service

Manager: Lino Huerta

Dates of absence: From: 08-14-2024 To: 08-15-2024

Number of hours 6.25

## Manager Approval

Approval

Comments:

He requested this day for PTO

Manager Signature

08-15-2024

Date