



# Carlson Building Maintenance

**PTO Form**

**07-25-2024**

## PTO Form

Employee name: David-Citro

Employee number: 13828

Department: Service

Manager: Lino Huerta

Dates of absence: From: 07-24-2024 To: 07-25-2024

Number of hours 6.25

## Manager Approval

Approval

Comments:

He requested this day for PTO

Manager Signature

07-25-2024

Date