



Carlson Building Maintenance

PTO Form

08-22-2024

PTO Form

Employee name: David-Citro

Employee number: 13828

Department: Service

Manager: Lino Huerta

Dates of absence: From: 08-21-2024 To: 08-22-2024

Number of hours 6.25

Manager Approval

Approval

Comments:

He requested this day for PTO

2

Manager Signature

08-22-2024

Date