



Carlson Building Maintenance

PTO Form

02-01-2024

PTO Form

Employee name: Crisanta-Torres

Employee number: 13973

Department: Maintenance

Manager: Felix Varela

Dates of absence: From: 01-31-2024 To: 02-01-2024

Number of hours 5

Manager Approval

Approval

Comments:

Manager Signature

02-01-2024

Date