



Carlson Building Maintenance

PTO Form

04-04-2024

PTO Form

Employee name: Jose -Gonzales

Employee number: 14020

Department: Service

Manager: Lino Huerta

Dates of absence: From: 03-30-2024 To: 03-31-2024

Number of hours 3.5

Manager Approval

Approval

Comments:

He requested this day for PTO



Manager Signature

Date

04-04-2024