



Carlson Building Maintenance

PTO Form

07-16-2024

PTO Form

Employee name: Hilda-Vega

Employee number: 14208

Department: Service

Manager: Bob Kay

Dates of absence: From: 07-12-2024 To: 07-14-2024

Number of hours 17.13

Manager Approval

Approval

Comments:

3 days PTO Fri-Sun, 5.71 hrs per day

Manager Signature

07-16-2024

Date