



Carlson Building Maintenance

PTO Form

12-16-2024

PTO Form

Employee name: Bertha -Sotelo

Employee number: 14209

Department: Service

Manager: Lino Huerta

Dates of absence: From: 12-09-2024 To: 12-22-2024

Number of hours 42.0

Manager Approval

Approval

Comments:
she requested this week for PTO

Manager Signature

12-16-2024

Date