



# Carlson Building Maintenance

**PTO Form**

**10-21-2024**

## PTO Form

Employee name: Moises-Alvarado

Employee number: 14425

Department: Service

Manager: Bob Kay

Dates of absence: From: 10-12-2024 To: 10-18-2024

Number of hours 38.5

## Manager Approval

Approval

Comments:

Manager Signature

Date

10-21-2024