



# Carlson Building Maintenance

**PTO Form**

**01-13-2025**

## PTO Form

Employee name: Juan-Rios

Employee number: 14774

Department: Service

Manager: Bob Kay

Dates of absence: From: 01-07-2025 To: 01-12-2025

Number of hours **30.0**

## Manager Approval

Approval

Comments:

Manager Signature

Date

01-13-2025