



# Carlson Building Maintenance

**PTO Form**

**12-31-2024**

## PTO Form

Employee name: Juan-Rios

Employee number: 14774

Department: Service

Manager: Bob Kay

Dates of absence: From: 12-23-2024 To: 12-27-2024

Number of hours **10.0**

## Manager Approval

Approval

Comments:

Edwin approved the 23rd and 27th off, only 2 days of PTO

Manager Signature

12-31-2024

Date