



Carlson Building Maintenance

PTO Form

01-13-2025

PTO Form

Employee name: Jania-De Leon

Employee number: 14786

Department: Service

Manager: Bob Kay

Dates of absence: From: 01-06-2025 To: 01-11-2025

Number of hours **30.9**

Manager Approval

Approval

Comments:

Manager Signature

Date

01-13-2025