



Carlson Building Maintenance

PTO Form

11-05-2024

PTO Form

Employee name: Maria-Mendez

Employee number: 14813

Department: Service

Manager: Bob Kay

Dates of absence: From: 11-02-2024 To: 11-03-2024

Number of hours 11.4

Manager Approval

Approval

Comments:

Manager Signature

11-05-2024

Date