



# Carlson Building Maintenance

**PTO Form**

**11-05-2024**

## PTO Form

Employee name: Delia-Morocho

Employee number: 14866

Department: Service

Manager: Bob Kay

Dates of absence: From: 10-27-2024 To: 10-27-2024

Number of hours 4.25

## Manager Approval

Approval

Comments:

Manager Signature

11-05-2024

Date