



Carlson Building Maintenance

PTO Form

01-20-2025

PTO Form

Employee name: Juan-Charles

Employee number: 15272

Department: Maintenance

Manager: Rene Cedillo

Dates of absence: From: 01-05-2025 To: 01-07-2025

Number of hours 24.0

Manager Approval

Approval

Comments:
Forgot To Submit PTO HOURS



Manager Signature

01-20-2025

Date