



Carlson Building Maintenance

PTO Form

01-23-2025

PTO Form

Employee name: Jose -Avalos

Employee number: 15457

Department: Service

Manager: Lino Huerta

Dates of absence: From: 01-20-2025 To: 01-21-2025

Number of hours **8.0**

Manager Approval

Approval

Comments:

The employee called that was sick and is requesting to pay sick time

Manager Signature

01-23-2025

Date