



Carlson Building Maintenance

PTO Form

11-12-2025

PTO Form

Employee name: Matthew Lavigne #15577-

Employee number: 15575

Department: Operations

Manager: Jose Martinez

Dates of absence: From: 11-10-2025 To: 11-16-2025

Number of hours 29.0

Manager Approval

☒ Approval

Comments:

JM

Manager Signature

11-12-2025

Date