



Carlson Building Maintenance

PTO Form

10-21-2025

PTO Form

Employee name: Matthew-Lavigne

Employee number: 15577

Department: Service

Manager: Bob Kay


Dates of absence: From: 10-09-2025 To: 10-09-2025

Number of hours 5.75

Manager Approval

☒ Approval

Comments:

 10-21-2025

Manager Signature Date