



Carlson Building Maintenance

PTO Form

03-12-2024

PTO Form

Employee name: Tester-Testing

Employee number: 4234

Department: Human Resources

Manager: Joe Schaeppi

Dates of absence: From: 03-13-2024 To: 03-18-2024

Number of hours 39

Manager Approval

Approval

Comments:

This is for testing purposes don't process.

Manager Signature

03-12-2024

Date