



# Carlson Building Maintenance

**PTO Form**

**12-02-2024**

## PTO Form

Employee name: Lucas-Jiminez

Employee number: 5212

Department: Service

Manager: Bob Kay

Dates of absence: From: 11-02-2024 To: 11-08-2024

Number of hours **39.9**

## Manager Approval

Approval

Comments:

Manager Signature

Date

12-02-2024