



Carlson Building Maintenance

PTO Form

03-10-2024

PTO Form

Employee name: Regina -Rendón

Employee number: 6300

Department: Service

Manager: Lino Huerta

Dates of absence: From: 03-03-2024 To: 03-16-2024

Number of hours 80

Manager Approval

Approval

Comments:

She requested this time for PTO

Manager Signature

03-10-2024

Date