



Carlson Building Maintenance

PTO Form

02-05-2025

PTO Form

Employee name: Regina -Tendon

Employee number: 6300

Department: Service

Manager: Lino Huerta

Dates of absence: From: 02-09-2025 To: 02-22-2025

Number of hours 78.0

Manager Approval

Approval

Comments:

She requested this days for PTO

Manager Signature

02-05-2025

Date