



Carlson Building Maintenance

PTO Form

01-29-2025

PTO Form

Employee name: Celia -Morales

Employee number: 9108

Department: Service

Manager: Lino Huerta

Dates of absence: From: 01-25-2025 To: 01-26-2025

Number of hours 8.0

Manager Approval

Approval

Comments:

She didn't work as she was sick and is requesting to pay sick time

Manager Signature

01-29-2025

Date