



Carlson Building Maintenance

PTO Form

06-04-2024

PTO Form

Employee name: Celia -Morales

Employee number: 9108

Department: Service

Manager: Lino Huerta

Dates of absence: From: 06-01-2024 To: 06-02-2024

Number of hours 8.0

Manager Approval

Approval

Comments:

She requested this day for PtO

Manager Signature

06-04-2024

Date