



# Carlson Building Maintenance

**PTO Form**

**08-12-2024**

## PTO Form

Employee name: Celia-Morales

Employee number: 9108

Department: Service

Manager: Lino Huerta

Dates of absence: From: 08-03-2024 To: 08-09-2024

Number of hours 40.0

## Manager Approval

Approval

Comments:  
she requested this days for PTO

Manager Signature

08-12-2024

Date