



Carlson Building Maintenance

PTO Form

01-22-2024

PTO Form

Employee name: Leonardo-Montecinos

Employee number: 9505

Department: Service

Manager: Lino Huerta

Dates of absence: From: 12-24-2023 To: 01-13-2024

Number of hours 78

Manager Approval

Approval

Comments:

He requested to pay his PTO while he was on medical leave

Manager Signature

01-22-2024

Date