

Carlson Building Maintenance

PTO Form

Employee name:		Hercilla -Castillo			
Employee number:		11681			
Department:		Service			
Manager:		Pedro Amaro			
Dates of absence:	From:	05-19-2024	To:	05-20-2024	
Number of hours	5.0				

Manager Approval

☑ Approval

Comments: this EE request for this PTO

Manager Signature

05-27-2024

Date