



# Carlson Building Maintenance

**PTO Form**

**08-12-2024**

## PTO Form

Employee name: Hercilla-Castillo

Employee number: 11681

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 07-28-2024 To: 08-03-2024

Number of hours 10.0

## Manager Approval

Approval

Comments:

this EE request for this PTO from this dates 7/28 and 8/3

Manager Signature

08-12-2024

Date