



Carlson Building Maintenance

PTO Form

02-18-2025

PTO Form

Employee name: Sandy -Hernandez

Employee number: 13561

Department: Service

Manager: Lino Huerta

Dates of absence: From: 02-02-2025 To: 02-03-2025

Number of hours 8.0

Manager Approval

Approval

Comments:

She requested this day as she was sick

Manager Signature

02-18-2025

Date