



# Carlson Building Maintenance

**PTO Form**

**10-08-2024**

## PTO Form

Employee name: Sandy -Hernandez

Employee number: 13561

Department: Service

Manager: Lino Huerta

Dates of absence: From: 10-07-2024 To: 10-08-2024

Number of hours 8.0

## Manager Approval

Approval

Comments:

She requested this day for PTO

Manager Signature

10-08-2024

Date