

Carlson Building Maintenance

PTO Form

Employee name:	Sandra-Hernandez			
Employee number:	13863			
Department:	Service			
Manager:	Pedro Amaro			
Dates of absence:	From:	08-21-2024	To:	08-25-2024
Number of hours	24.0			

Manager Approval

☑ Approval

Comments: this EE request for this PTO

08-26-2024

Manager Signature

Date