



# Carlson Building Maintenance

**PTO Form**

**11-05-2024**

## PTO Form

Employee name: Carlos-Hernandez

Employee number: 14771

Department: Service

Manager: Bob Kay

Dates of absence: From: 10-13-2024 To: 10-13-2024

Number of hours 6.5

## Manager Approval

Approval

Comments:

Manager Signature

11-05-2024

Date