



# Carlson Building Maintenance

**PTO Form**

**04-01-2024**

## PTO Form

Employee name: Fernando -Hernandez

Employee number: 14917

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 03-28-2024 To: 03-29-2024

Number of hours 10.0

## Manager Approval

Approval

Comments:  
this EE request 2 days of PTO on 3/28 and 4/1

Manager Signature

04-01-2024

Date