



# Carlson Building Maintenance

**PTO Form**

**08-01-2024**

## PTO Form

Employee name: Fernando-Hernandez

Employee number: 14917

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 07-17-2024 To: 07-18-2024

Number of hours 11.5

## Manager Approval

Approval

Comments:

This EE request 2 days from PTO 7/17 and 7/23

  
\_\_\_\_\_  
Manager Signature

08-01-2024  
Date