

# Carlson Building Maintenance

**PTO Form**

**03-08-2026**

## PTO Form

Employee name: Flor Castillo

Employee number: 15200

Department: Human Resources

Manager: Cruz Hernandez

Dates of absence: From: 02-23-2026 To: 02-24-2026

Number of hours 6.0

## Manager Approval

Approval

Comments:

She took this day of vacations. Thanks



03-08-2026

Manager Signature

Date