

# Carlson Building Maintenance

**PTO Form**

**03-02-2026**

## PTO Form

Employee name: Eri Castro

Employee number: 15617

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 02-14-2026 To: 02-15-2026

Number of hours 17.0

## Manager Approval

Approval

Comments:

this EE request for this PTO and they are missing pay

 03-02-2026

Manager Signature Date