



# Carlson Building Maintenance

**PTO Form**

**02-09-2024**

## PTO Form

Employee name: Rocio-Hernandez

Employee number: 5485

Department: Service

Manager: Eduardo Espejel

Dates of absence: From: 01-22-2024 To: 01-23-2024

Number of hours 18

## Manager Approval

Approval

Comments:

Manager Signature

02-09-2024

Date