

# Carlson Building Maintenance

**PTO Form**

**03-22-2026**

## PTO Form

Employee name: Minerva Rodriguez

Employee number: 11515

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 03-15-2026 To: 03-16-2026

Number of hours 7.75

## Manager Approval

Approval

Comments:  
this EE call sick

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

03-22-2026  
\_\_\_\_\_  
Date