

Carlson Building Maintenance

PTO Form

12-01-2025


PTO Form

Employee name:	Minerva Rodriguez	
Employee number:	11515	
Department:	Service	
Manager:	Pedro Amaro	
Dates of absence:	From: 11-16-2025	To: 11-17-2025
Number of hours	8.0	

Manager Approval

☒ Approval

Comments:
this EE request for this PTO

	12-01-2025
Manager Signature	Date