

# Carlson Building Maintenance

**PTO Form**

**01-12-2026**


## PTO Form

Employee name:	Teresa Jimenez	
Employee number:	12011	
Department:	Service	
Manager:	Pedro Amaro	
Dates of absence:	From: 01-07-2026	To: 01-08-2026
Number of hours	15.0	

## Manager Approval

☒ Approval

Comments:  
this EE call out for sick

	01-12-2026
Manager Signature	Date