

# 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

  
Manager Signature

01-12-2026  
Date