

Carlson Building Maintenance

PTO Form

12-29-2025


PTO Form

Employee name:	Teresa Jimenez	
Employee number:	12011	
Department:	Service	
Manager:	Pedro Amaro	
Dates of absence:	From: 12-20-2025	To: 12-21-2025
Number of hours	7.45	

Manager Approval

☒ Approval

Comments:
This employee call sick

	12-29-2025
Manager Signature	Date