

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


Manager Signature

12-29-2025

Date