



Carlson Building Maintenance

PTO Form

09-08-2025

PTO Form

Employee name: Teresa -Jimenez

Employee number: 12011

Department: Service

Manager: Pedro Amaro


Dates of absence: From: 09-12-2025 To: 09-14-2025

Number of hours 22.35

Manager Approval

☒ Approval

Comments:
this EE request for this PTO

 09-08-2025
Manager Signature Date