



# Carlson Building Maintenance

**PTO Form**

**12-30-2024**

## PTO Form

Employee name: Teresa-Jimenes

Employee number: 12011

Department: Service

Manager: Pedro Amaro


Dates of absence: From: 12-21-2024 To: 12-22-2024

Number of hours 7.75

## Manager Approval

Approval

Comments:  
this EE request this PTO she go out for sick

 12-30-2024  
Manager Signature Date