

# Carlson Building Maintenance

**PTO Form**

**12-05-2025**


## PTO Form

Employee name:	Alma Palomino	
Employee number:	12319	
Department:	Service	
Manager:	Pedro Amaro	
Dates of absence:	From: 11-18-2025	To: 11-19-2025
Number of hours	5.5	

## Manager Approval

☒ Approval

Comments:  
This employee request for this PTO call out for sick

	12-05-2025
Manager Signature	Date