

# Carlson Building Maintenance

PTO Form

12-26-2025


## PTO Form

Employee name:	Alma Palomino	
Employee number:	12319	
Department:	Service	
Manager:	Pedro Amaro	
Dates of absence:	From: 12-21-2025	To: 01-05-2026
Number of hours	79.0	

## Manager Approval

☒ Approval

Comments:  
this EE request for this PTO from 12/21 to 1/5/26

	12-26-2025
Manager Signature	Date