



Carlson Building Maintenance

PTO Form

09-08-2025

PTO Form

Employee name: Amelia-Mendoza

Employee number: 12531

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 09-08-2025 To: 09-09-2025

Number of hours 8.0

Manager Approval

☒ Approval

Comments:
this EE request for his PTO

Manager Signature

09-08-2025

Date