



# Carlson Building Maintenance

**PTO Form**

**11-06-2025**

## PTO Form

Employee name: Emelia -Mendoza

Employee number: 12531

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 11-03-2025 To: 11-04-2025

Number of hours 8.0

## Manager Approval

☒ Approval

Comments:  
this EE request for this PTO

Manager Signature

11-06-2025

Date