

# Carlson Building Maintenance

**PTO Form**

**12-01-2025**


## PTO Form

Employee name:	Teresa Lopez	
Employee number:	12929	
Department:	Service	
Manager:	Pedro Amaro	
Dates of absence:	From: 11-30-2025	To: 12-01-2025
Number of hours	8.0	

## Manager Approval

☒ Approval

Comments:  
this EE request for this PTO

	12-01-2025
Manager Signature	Date