



# Carlson Building Maintenance

**PTO Form**

**01-13-2025**

## PTO Form

Employee name: Teresa -López  
Employee number: 12929  
Department: Service  
Manager: Pedro Amaro  
Dates of absence: From: 01-12-2025 To: 01-14-2025  
Number of hours 16.0

## Manager Approval

Approval

Comments:

This EE request for this PTO

  
\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

01-13-2025