

# Carlson Building Maintenance

**PTO Form**

**11-17-2025**


## PTO Form

Employee name:	Jose Jimenez	
Employee number:	13331	
Department:	Service	
Manager:	Pedro Amaro	
Dates of absence:	From: 11-16-2025	To: 11-29-2025
Number of hours	71.0	

## Manager Approval

☒ Approval

Comments:  
this EE request for this PTO

	11-17-2025
Manager Signature	Date