

Carlson Building Maintenance

PTO Form

11-24-2025

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	80.0	

Manager Approval

☒ Approval

Comments:
this EE request for this PTO



Manager Signature

Date

11-24-2025