

# Carlson Building Maintenance

**PTO Form** **12-01-2025**

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PTO Form

Employee name:	Sandra Garcia	
Employee number:	13865	
Department:	Service	
Manager:	Pedro Amaro	
Dates of absence:	From: 11-21-2025	To: 11-22-2025
Number of hours	5.0	

## Manager Approval

☒ Approval

Comments:

this EE call out for sick she left from the store and they like to used the PTO hours

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 Manager Signature Date 12-01-2025