

Carlson Building Maintenance

PTO Form

12-26-2025


PTO Form

Employee name:	Sandra Garcia	
Employee number:	13865	
Department:	Service	
Manager:	Pedro Amaro	
Dates of absence:	From: 12-24-2025	To: 12-31-2025
Number of hours	48.0	

Manager Approval

☒ Approval

Comments:
this EE request for this PTO

	12-26-2025
Manager Signature	Date