



# Carlson Building Maintenance

**PTO Form**

**03-10-2025**

### PTO Form

Employee name: Sandra -Garcia

Employee number: 13865

Department: Service

Manager: Pedro Amaro


Dates of absence: From: 03-04-2025 To: 03-05-2025

Number of hours **8.0**

### Manager Approval

Approval

Comments:  
this EE request for this PTO

 03-10-2025  
 Manager Signature Date