



# Carlson Building Maintenance

**PTO Form**

**07-17-2025**

## PTO Form

Employee name: Sandra -Garcia

Employee number: 13865

Department: Service

Manager: Pedro Amaro


Dates of absence: From: 07-14-2025 To: 07-18-2025

Number of hours 40.0

## Manager Approval

☒ Approval

Comments:  
this EE request for this PTO

 07-17-2025  
Manager Signature Date