



# Carlson Building Maintenance

**PTO Form**

**08-04-2025**

## PTO Form

Employee name: Jorge -polo

Employee number: 14357

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 08-01-2025 To: 08-02-2025

Number of hours 8.0

## Manager Approval

☒ Approval

Comments:

this EE request to used a PTO time they call out for sick

  
Manager Signature

08-04-2025  
Date