

Carlson Building Maintenance

PTO Form

02-16-2026

PTO Form

Employee name: Lorena Sevilla

Employee number: 15149

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 02-14-2026 To: 02-15-2026

Number of hours 9.0

Manager Approval

Approval

Comments:
this EE request for this PTO



Manager Signature

02-16-2026

Date