

## **Carlson Building Maintenance**

PTO Form
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Employee name:		Alicia -Portillo			
Employee number:		15286			
Department:		Service			
Manager:		Pedro Amaro			
Dates of absence:	From:	06-27-2025	To:	06-28-2025	
Number of hours	9.0				

Manager Approval

☑ Approval

Comments: this EE request for this PTO

06-23-2025

Manager Signature

Date