



# Carlson Building Maintenance

**PTO Form**

**08-18-2025**

## PTO Form

Employee name: Alicia -Portillo

Employee number: 15286

Department: Service

Manager: Pedro Amaro


Dates of absence: From: 08-15-2025 To: 08-23-2025

Number of hours 45.0

## Manager Approval

☒ Approval

Comments:  
this EE request for this PTO

 08-18-2025  
Manager Signature Date