

Carlson Building Maintenance

PTO Form

Employee name:		Vilma-Molina			
Employee number:		15323			
Department:		Service			
Manager:		Pedro Amaro			
Dates of absence:	From:	05-09-2025	To:	05-16-2025	
Number of hours	38.0				

Manager Approval

☑ Approval

Comments: this EE request for this PTO for Family emergency

05-19-2025

Manager Signature

Date