

# Carlson Building Maintenance

**PTO Form**

**12-15-2025**

## PTO Form

Employee name: Juan Mejia

Employee number: 15325

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 12-19-2025 To: 12-26-2025

Number of hours 34.0

## Manager Approval

☒ Approval

Comments:  
this EE request it for this PTO

  
\_\_\_\_\_  
Manager Signature

12-15-2025  
\_\_\_\_\_  
Date