

Carlson Building Maintenance

PTO Form

12-26-2025

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	37.0	

Manager Approval

☒ Approval

Comments:
this EE request for this PTO



Manager Signature

12-26-2025

Date