

Carlson Building Maintenance

PTO Form

12-28-2025


PTO Form

Employee name:	Maria Herrera	
Employee number:	15327	
Department:	Service	
Manager:	Pedro Amaro	
Dates of absence:	From: 12-10-2025	To: 12-11-2025
Number of hours	7.0	

Manager Approval

☒ Approval

Comments:
this EE call out for sick

	12-28-2025
Manager Signature	Date