

Carlson Building Maintenance

PTO Form

11-17-2025


PTO Form

| | | |
|-------------------|------------------|----------------|
| Employee name: | Tania Reyes | |
| Employee number: | 15330 | |
| Department: | Service | |
| Manager: | Pedro Amaro | |
| Dates of absence: | From: 11-09-2025 | To: 11-17-2025 |
| Number of hours | 48.0 | |

Manager Approval

☒ Approval

Comments:
this EE request for this PTO

| | |
|--|------------|
|  | 11-17-2025 |
| Manager Signature | Date |