



Carlson Building Maintenance

PTO Form

10-01-2025

PTO Form

Employee name: Tania -Reyes

Employee number: 15330

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 10-01-2025 To: 10-02-2025

Number of hours 7.0

Manager Approval

☒ Approval

Comments:

This employee call out for sick

[Signature]

Manager Signature

10-01-2025

Date