



Carlson Building Maintenance

PTO Form

08-12-2025

PTO Form

Employee name: Tania-Reyes

Employee number: 15330

Department: Operations

Manager: Rene Cedillo

Dates of absence: From: 08-10-2025 To: 08-11-2025

Number of hours 14.0

Manager Approval

☒ Approval

Comments:

8/10 & 8/11 EE Called Off Sick & Wanted To Use PTO Sick Time Forwarded Picture Of PTO REQ For Sick Time To HR Phone.

Manager Signature

08-12-2025

Date