

Carlson Building Maintenance

PTO Form

01-20-2026


PTO Form

Employee name:	Alex Olson	
Employee number:	15336	
Department:	Service	
Manager:	Pedro Amaro	
Dates of absence:	From: 12-31-2025	To: 01-01-2026
Number of hours	11.5	

Manager Approval

☒ Approval

Comments:
This employee call sick

	01-20-2026
Manager Signature	Date