

Carlson Building Maintenance

PTO Form

11-24-2025

PTO Form

Employee name: Celestina Cagquehua

Employee number: 15359

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 11-18-2025 To: 11-19-2025

Number of hours 15.0

Manager Approval

☒ Approval

Comments:

this EE request for this PTO on 11/18 she call out for sick and 11/26 it's on the PS plan



Manager Signature

11-24-2025

Date