



Carlson Building Maintenance

PTO Form

08-11-2025

PTO Form

Employee name: Jessica-Rozo

Employee number: 15621

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 08-11-2025 To: 08-15-2025


Number of hours 43.26

Manager Approval

☒ Approval

Comments:

this EE give 2 weeks notice can you please put the all PTO on file for her the last day work was on 8/10


Manager Signature

08-11-2025
Date