



# Carlson Building Maintenance

**PTO Form**

**09-22-2025**

## PTO Form

Employee name: Andreina -Sparks

Employee number: 15699

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 09-21-2025 To: 09-27-2025

Number of hours 39.0

## Manager Approval

☒ Approval

Comments:  
this EE request for this PTO

Manager Signature

09-22-2025

Date