



Carlson Building Maintenance

PTO Form

08-25-2025

PTO Form

Employee name: Ana -Sandoval

Employee number: 15774

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 08-19-2025 To: 08-20-2025

Number of hours 20.0

Manager Approval

☒ Approval

Comments:

this EE give the two week's notice can you put the all PTO on file


Manager Signature

08-25-2025
Date