

# Carlson Building Maintenance

**PTO Form**

**12-02-2025**


## PTO Form

Employee name:	Claudia Olvera	
Employee number:	15908	
Department:	Service	
Manager:	Pedro Amaro	
Dates of absence:	From: 11-21-2025	To: 12-02-2025
Number of hours	35.75	

## Manager Approval

☒ Approval

Comments:  
This employee request for this PTO

	12-02-2025
Manager Signature	Date