

# Carlson Building Maintenance

**PTO Form**

**05-04-2026**

## PTO Form

Employee name: Minerva Ayala

Employee number: 16109

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 05-09-2026 To: 05-10-2026

Number of hours 7.5

## Manager Approval

Approval

Comments:  
this EE request for this PTO



\_\_\_\_\_  
Manager Signature

05-04-2026

\_\_\_\_\_  
Date