

# Carlson Building Maintenance

**PTO Form**

**02-16-2026**

## PTO Form

Employee name: Laura Morales

Employee number: 3656

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 02-17-2026 To: 02-22-2026

Number of hours 30.0

## Manager Approval

Approval

Comments:  
this EE request for this PTO

 02-16-2026  
Manager Signature Date