

Carlson Building Maintenance

PTO Form

12-15-2025

PTO Form

Employee name: Laura Morales

Employee number: 3656

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 11-29-2025 To: 11-30-2025

Number of hours 10.0

Manager Approval

☒ Approval

Comments:

This employee call out for sick and request this with Will



Manager Signature

12-15-2025

Date