



# Carlson Building Maintenance

**PTO Form**

**10-30-2025**

## PTO Form

Employee name: Laura -Morales

Employee number: 3656

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 10-28-2025 To: 11-07-2025

Number of hours **50.0**

## Manager Approval

☒ Approval

Comments:  
this EE request for this PTO

Manager Signature

10-30-2025

Date