



Carlson Building Maintenance

PTO Form

05-05-2025

PTO Form

Employee name: Laura-Morales

Employee number: 3656

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 05-02-2025 To: 05-03-2025

Number of hours 5.0

Manager Approval

☒ Approval

Comments:

this EE request for this PTO she call out for sick

Manager Signature

05-05-2025

Date