

# Carlson Building Maintenance

**PTO Form**

**11-24-2025**

## PTO Form

Employee name:	Aracely Cruz	
Employee number:	7148	
Department:	Service	
Manager:	Pedro Amaro	
Dates of absence:	From: 11-24-2025	To: 11-28-2025
Number of hours	37.0	

## Manager Approval

☒ Approval

Comments:  
this EE request for this PTO

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

\_\_\_\_\_  
Date

11-24-2025