

Carlson Building Maintenance

PTO Form

01-12-2026

PTO Form

Employee name: Rafael Pantoja

Employee number: 8782

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 01-04-2026 To: 01-17-2026

Number of hours 80.0

Manager Approval

Approval

Comments:

this EE request for this PTO also the request for two weeks and portal just let me put 80hours



Manager Signature

01-12-2026

Date