

# Carlson Building Maintenance

**PTO Form**

**12-29-2025**

## PTO Form

Employee name: Staurofila Moreno

Employee number: 10880

Department: Operations

Manager: Roberto Cedillo

Dates of absence: From: 12-27-2025 To: 01-01-2026

Number of hours 22.5

## Manager Approval

☒ Approval

Comments:



Manager Signature

12-29-2025

Date