

# Carlson Building Maintenance

**PTO Form**

**01-11-2026**

## PTO Form

Employee name: Maida Medina

Employee number: 11652

Department: Human Resources

Manager: Cruz Hernandez

Dates of absence: From: 12-29-2025 To: 01-05-2026

Number of hours 35.0

## Manager Approval

☒ Approval

Comments:

She took these days of vacations. Thanks



Manager Signature

01-11-2026

Date