

# Carlson Building Maintenance

**PTO Form**

**11-30-2025**

## PTO Form

Employee name: Eliseo Ugalde

Employee number: 11873

Department: Human Resources

Manager: Cruz Hernandez

Dates of absence: From: 11-26-2025 To: 11-28-2025

Number of hours **16.0**

## Manager Approval

☒ Approval

Comments:

he took these days of vacations. Thanks



Manager Signature

11-30-2025

Date