



# Carlson Building Maintenance

**PTO Form**

**06-01-2025**

## PTO Form

Employee name: Eliseo -Ugalde

Employee number: 11873

Department: Human Resources

Manager: Cruz Hernandez

Dates of absence: From: 05-27-2025 To: 05-30-2025

Number of hours 24.0

## Manager Approval

☒ Approval

Comments:

He had to take these days off vacations because he had an accident at work.

Manager Signature

06-01-2025

Date