

# Carlson Building Maintenance

**PTO Form**

**01-02-2026**

## PTO Form

Employee name: Manuela Serna

Employee number: 12332

Department: Service

Manager: Eduardo Espejel

Dates of absence: From: 01-03-2026 To: 01-05-2026

Number of hours 12.0

## Manager Approval

☒ Approval

Comments:



Manager Signature

01-02-2026

Date