

Carlson Building Maintenance

PTO Form

12-18-2025

PTO Form

Employee name: Manuela Serna

Employee number: 12332

Department: Service

Manager: Eduardo Espejel

Dates of absence: From: 12-26-2025 To: 12-29-2025

Number of hours 18.0

Manager Approval

☒ Approval

Comments:



Manager Signature

12-18-2025

Date