

# Carlson Building Maintenance

**PTO Form**

**12-28-2025**

## PTO Form

Employee name: Maria Rodriguez

Employee number: 12621

Department: Human Resources

Manager: Cruz Hernandez

Dates of absence: From: 12-25-2025 To: 01-02-2026

Number of hours 40.0

## Manager Approval

☒ Approval

Comments:

She took these days of vacations. Thanks



Manager Signature

12-28-2025

Date