



# Carlson Building Maintenance

**PTO Form**

**11-16-2025**

## PTO Form

Employee name: Guadalupe -Mendez

Employee number: 13278

Department: Human Resources

Manager: Cruz Hernandez

Dates of absence: From: 11-10-2025 To: 11-15-2025

Number of hours 25.0

## Manager Approval

☒ Approval

Comments:

Is it possible to pay this employee their PTO it's one of the ones that got laid off but now she will only cover days off? Thanks

Manager Signature

11-16-2025

Date