

Carlson Building Maintenance

PTO Form

11-30-2025

PTO Form

Employee name: Maritza Clavel

Employee number: 13823

Department: Human Resources

Manager: Cruz Hernandez

Dates of absence: From: 11-27-2025 To: 12-05-2025

Number of hours 35.0

Manager Approval

☒ Approval

Comments:

She took these days of vacations. Thanks



Manager Signature

11-30-2025

Date