

# Carlson Building Maintenance

**PTO Form**

**12-29-2025**

## PTO Form

Employee name: David Citro

Employee number: 13828

Department: Operations

Manager: Roberto Cedillo

Dates of absence: From: 12-26-2025 To: 12-27-2025

Number of hours 12.5

## Manager Approval

☒ Approval

Comments:



Manager Signature

12-29-2025

Date