

# Carlson Building Maintenance

**PTO Form**

**12-10-2025**

## PTO Form

Employee name: Vianca Xolon

Employee number: 14446

Department: Maintenance

Manager: Felix Varela

Dates of absence: From: 12-07-2025 To: 12-13-2025

Number of hours 35.0

## Manager Approval

☒ Approval

Comments:



Manager Signature

Date

12-10-2025