

## **Carlson Building Maintenance**

PTO Form 08-10-2025

|                                      |             | PTO Form         |     |            |  |
|--------------------------------------|-------------|------------------|-----|------------|--|
|                                      |             |                  |     |            |  |
| Employee name:                       |             | Geraldy -Guillen |     |            |  |
| Employee number:                     |             | 14908            |     |            |  |
| Department:                          |             | Human Resources  |     |            |  |
| Manager:                             |             | Cruz Hernandez   |     |            |  |
| Dates of absence:                    | From:       | 08-02-2025       | To: | 08-09-2025 |  |
| Number of hours                      | 35.0        |                  |     |            |  |
|                                      | N           | Ianager Approval |     |            |  |
| ☑ Approval                           |             |                  |     |            |  |
| Comments:<br>Ella tomó estos días de | vacaciones. |                  |     |            |  |
|                                      |             |                  |     | 08-10-2025 |  |
| Manager Signature                    |             |                  | Dat | e          |  |