



Carlson Building Maintenance

PTO Form

06-03-2025

PTO Form

Employee name: Jose -Cervantes

Employee number: 15392

Department: Operations

Manager: Roberto Cedillo

Dates of absence: From: 05-21-2025 To: 05-22-2025

Number of hours 6.0

Manager Approval

☒ Approval

Comments:

He wants to complete 40 hours with PTO Kaylee was Approved. he told me last night

Manager Signature

06-03-2025

Date