

Carlson Building Maintenance

PTO Form

12-26-2025

PTO Form

Employee name: Nadia Morales

Employee number: 15432

Department: Service

Manager: Rene Cedillo

Dates of absence: From: 12-15-2025 To: 12-16-2025

Number of hours 5.5

Manager Approval

Approval

Comments:

EE Sick , Would like to use PTO



Manager Signature

12-26-2025

Date