



Carlson Building Maintenance

PTO Form

07-30-2025

PTO Form

Employee name: Nadia -Morales

Employee number: 15432

Department: Operations

Manager: Rene Cedillo

Dates of absence: From: 08-04-2025 To: 08-04-2025

Number of hours 5.0

Manager Approval

☒ Approval

Comments:

PTO Requested 2 Weeks Advanced, Immigration Court Date

Manager Signature

07-30-2025

Date