

# Carlson Building Maintenance

**PTO Form**

**12-28-2025**

## PTO Form

Employee name: Vilma Gutierrez

Employee number: 15455

Department: Human Resources

Manager: Cruz Hernandez

Dates of absence: From: 12-14-2025 To: 12-21-2025

Number of hours 35.0

## Manager Approval

☒ Approval

Comments:

She took these days of vacations. Thanks



Manager Signature

12-28-2025

Date