

# Carlson Building Maintenance

**PTO Form**

**01-25-2026**

## PTO Form

Employee name: Ma Contreras

Employee number: 15498

Department: Human Resources

Manager: Cruz Hernandez

Dates of absence: From: 01-11-2026 To: 01-18-2026

Number of hours 35.0

## Manager Approval

☒ Approval

Comments:

She took these days of vacations. Thanks



Manager Signature

01-25-2026

Date