

# Carlson Building Maintenance

**PTO Form**

**11-30-2025**

## PTO Form

Employee name: Jair Cancela

Employee number: 15649

Department: Human Resources

Manager: Cruz Hernandez

Dates of absence: From: 11-16-2025 To: 11-22-2025

Number of hours 34.0

## Manager Approval

☒ Approval

Comments:

This employee is not going to be able to continue working he let me know with time before leaving. Thanks



Manager Signature

11-30-2025

Date