



# Carlson Building Maintenance

**PTO Form**

**10-31-2025**

## PTO Form

Employee name: Lissbeth-Quinatoa

Employee number: 16100

Department: Operations

Manager: Roberto Cedillo

Dates of absence: From: 11-08-2025 To: 11-09-2025

Number of hours 12.9

## Manager Approval

☒ Approval

Comments:  
6.45 hours per day

Manager Signature

10-31-2025

Date