



# Carlson Building Maintenance

**PTO Form**

**05-20-2025**

## PTO Form

Employee name: Andrea -Villanueva

Employee number: 4690

Department: Operations

Manager: Roberto Cedillo

Dates of absence: From: 05-07-2025 To: 05-21-2025

Number of hours **70.0**

## Manager Approval

Approval

Comments:  
Days off sun-mon-tu

Manager Signature

05-20-2025

Date