

# Carlson Building Maintenance

**PTO Form**

**12-15-2025**

## PTO Form

Employee name: Noe Cortez

Employee number: 5163

Department: Operations

Manager: Roberto Cedillo

Dates of absence: From: 11-30-2025 To: 12-06-2025

Number of hours **40.0**

## Manager Approval

☒ Approval

Comments:



Manager Signature

Date

**12-15-2025**