



Carlson Building Maintenance

PTO Form

09-07-2025

PTO Form

Employee name: Rufino -Galia

Employee number: 5499

Department: Human Resources

Manager: Cruz Hernandez

Dates of absence: From: 09-01-2025 To: 09-06-2025

Number of hours 16.49

Manager Approval

☒ Approval

Comments:

the contract end but the employee worked until the last day of service.

Manager Signature

09-07-2025

Date