

Carlson Building Maintenance

PTO Form

12-28-2025

PTO Form

Employee name: Israel Ortiz

Employee number: 5657

Department: Human Resources

Manager: Cruz Hernandez

Dates of absence: From: 12-22-2025 To: 12-29-2025

Number of hours 40.0

Manager Approval

Approval

Comments:

he took these days of vacations. Thanks



Manager Signature

12-28-2025

Date