

# Carlson Building Maintenance

**PTO Form**

**12-28-2025**

## PTO Form

Employee name: Norma Corado

Employee number: 5751

Department: Human Resources

Manager: Cruz Hernandez

Dates of absence: From: 12-19-2025 To: 12-26-2025

Number of hours 35.0

## Manager Approval

☒ Approval

Comments:

She took these days of vacations. Thanks



Manager Signature

12-28-2025

Date