

# Carlson Building Maintenance

**PTO Form**

**01-05-2026**

## PTO Form

Employee name: Celia Morales

Employee number: 9108

Department: Operations

Manager: Roberto Cedillo

Dates of absence: From: 01-04-2026 To: 01-10-2026

Number of hours 40.0

## Manager Approval

☒ Approval

Comments:



Manager Signature

01-05-2026

Date