

# Carlson Building Maintenance

**PTO Form**

**02-22-2026**

## PTO Form

Employee name: Victoria Vera

Employee number: 9457

Department: Human Resources

Manager: Cruz Hernandez

Dates of absence: From: 02-15-2026 To: 02-22-2026

Number of hours 35.0

## Manager Approval

Approval

Comments:

She took these days of vacations. Thanks



02-22-2026

Manager Signature

Date