

Carlson Building Maintenance

PTO Form

03-16-2026

PTO Form

Employee name: Porfirio Sanchez

Employee number: 10839

Department: Operations

Manager: Jose Martinez

Dates of absence: From: 03-15-2026 To: 03-21-2026

Number of hours 45.5

Manager Approval

Approval

Comments:

JW

Manager Signature

03-16-2026

Date