



Carlson Building Maintenance

PTO Form

05-20-2025

PTO Form

Employee name: Porfirio-Sanchez

Employee number: 10839

Department: Service

Manager: Bob Kay

Dates of absence: From: 05-06-2025 To: 05-13-2025

Number of hours 39.0

Manager Approval

☒ Approval

Comments:

Employees day off is Monday's

A handwritten signature in black ink, appearing to read 'Bob Kay', written over a horizontal line.

Manager Signature

Date

05-20-2025