



Carlson Building Maintenance

PTO Form

11-03-2025

PTO Form

Employee name: Juana-Martinez

Employee number: 11217

Department: Service

Manager: Bob Kay

Dates of absence: From: 10-19-2025 To: 10-25-2025

Number of hours **36.05**

Manager Approval

☒ Approval

Comments:

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

Manager Signature

Date

11-03-2025