

Carlson Building Maintenance

PTO Form

01-19-2026

PTO Form

Employee name: Tomas Contreras

Employee number: 12186

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 01-15-2026 To: 01-23-2026


Number of hours 79.0

Manager Approval

☒ Approval

Comments:

this EE give the 7days notice please put all PTO on file on the last pay check

 01-19-2026
Manager Signature Date