

# Carlson Building Maintenance

**PTO Form**

**02-18-2026**

## PTO Form

Employee name: Berta Garcia

Employee number: 13900

Department: Maintenance

Manager: Felix Varela

Dates of absence: From: 02-15-2026 To: 02-16-2026

Number of hours 5.0

## Manager Approval

Approval

Comments:



02-18-2026

Manager Signature

Date