

Carlson Building Maintenance

PTO Form

12-16-2025

PTO Form

Employee name: Berta Garcia

Employee number: 13900

Department: Maintenance

Manager: Felix Varela

Dates of absence: From: 12-14-2025 To: 12-20-2025

Number of hours 40.0

Manager Approval

☒ Approval

Comments:



Manager Signature

Date

12-16-2025