

Carlson Building Maintenance

PTO Form

12-22-2025

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	30.0	

Manager Approval

☒ Approval

Comments:



12-22-2025

Manager Signature

Date