



# Carlson Building Maintenance

**PTO Form**

**05-13-2025**

## PTO Form

Employee name: Jesus-Martinez

Employee number: 14748

Department: Service

Manager: Bob Kay

Dates of absence: From: 04-27-2025 To: 05-13-2025

Number of hours 43.4411

## Manager Approval

☒ Approval

Comments:

Employee gave two week notice

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

Manager Signature

Date

05-13-2025