



# Carlson Building Maintenance

**PTO Form**

**06-13-2025**

## PTO Form

Employee name: Maria-Mendez

Employee number: 14813

Department: Service

Manager: Bob Kay

Dates of absence: From: 06-07-2025 To: 06-09-2025

Number of hours 17.1

## Manager Approval

☒ Approval

Comments:

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

Manager Signature

Date

06-13-2025