



Carlson Building Maintenance

PTO Form

08-22-2025

PTO Form

Employee name: Patricia-Gutierrez

Employee number: 15176

Department: Service

Manager: Bob Kay

Dates of absence: From: 08-04-2025 To: 08-10-2025

Number of hours **36.05**

Manager Approval

☒ Approval

Comments:
BACKPAY PTO

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

Manager Signature

Date

08-22-2025