

# Carlson Building Maintenance

**PTO Form**

**02-09-2026**

## PTO Form

Employee name: Rene Flores

Employee number: 15188

Department: Service

Manager: Bob Kay

Dates of absence: From: 02-01-2026 To: 02-07-2026

Number of hours 38.5

## Manager Approval

Approval

Comments:

  02-09-2026

Manager Signature Date