

Carlson Building Maintenance

PTO Form

12-29-2025

PTO Form

Employee name: Melissa Ponce

Employee number: 15346

Department: Operations

Manager: Jose Martinez

Dates of absence: From: 12-14-2025 To: 12-14-2025

Number of hours 49.0

Manager Approval

Approval

Comments:

Employee gave 1 month notice, this is to pay out PTO. Thank you



Manager Signature

12-29-2025

Date