

Carlson Building Maintenance

PTO Form

04-28-2026

PTO Form

Employee name: Martin Reyes

Employee number: 15429

Department: Operations

Manager: Jose Martinez

Dates of absence: From: 04-26-2026 To: 05-02-2026

Number of hours 38.5

Manager Approval

Approval

Comments:
Pre-approved



04-28-2026

Manager Signature

Date