



Carlson Building Maintenance

PTO Form

10-02-2025

PTO Form

Employee name: Lara, Gloria -

Employee number: 8114

Department: Operations

Manager: Jose Martinez

Dates of absence: From: 09-28-2025 To: 10-05-2025

Number of hours 35.0

Manager Approval

☒ Approval

Comments:

JM

Manager Signature

10-02-2025

Date