



# Carlson Building Maintenance

**PTO Form**

**08-12-2024**

## PTO Form

Employee name: Steven-Palkovich

Employee number: 11968

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 08-01-2024 To: 08-03-2024

Number of hours 14.5

## Manager Approval

Approval

Comments:  
this EE request for this PTO

Manager Signature

08-12-2024

Date