



# Carlson Building Maintenance

**PTO Form**

**12-18-2024**

## PTO Form

Employee name: Steven-Palkovick

Employee number: 11968

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 12-13-2024 To: 12-15-2024

Number of hours 7.25

## Manager Approval

Approval

Comments:

This EE request for this PTO

  
\_\_\_\_\_  
Manager Signature

12-18-2024  
\_\_\_\_\_  
Date