

CALUMET
Superior Refinery
Superior, Wisconsin

APPLICATION FOR PTO BENEFITS

(Please return promptly. Benefits will not be paid until application is received and processed.)

EMPLOYEE'S STATEMENT

I, _____, request PTO on _____ for _____
Date (s) Hours

I further certify that I will not work elsewhere during such time off.

Signature: _____ Date _____

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TO ADMINISTRATIVE SERVICES

3 days notice given: YES NO

Occurrence: YES NO

Comments: _____

Date

Supervisor