

Overtime Refusal / Callout Refusal Reporting Form

Date Worked:	Feb 29/24 S1
Person Worked	None
Work Order No.	

Date Requested	Persons Called Out or Requested to Work Overtime (in order requested)	Refusal (note time refused)	Accepted (note time accepted)	Not Available (note time called)	No Answer (note time called)	Hours Chg		Reason For Callout	Performed position tasks without assistance Yes / No
						OT	DT		
Feb28/24	J Dakus				16:00			Utility operator	
	G Hubick				16:10				
	C Dockum	16:23							

This form is to be completed on each occasion that overtime or a callout is worked or refused by an employee.

Supervisor lyinoluwa Akingbade