

Overtime Refusal / Callout Refusal Reporting Form

Date Worked:	Sep 24/23 S2 Shift Analyst
Person Worked	C Pham
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		
Sep 24/23	C Pham		11:40					Shift analyst	Yes

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

Supervisor lyin Akingbade