Overtime Refusal / Callout Refusal Reporting Form

Date Worked:	July 15th, 2025 S1
Person Worked	Eric Smears
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		
July 12, 2025	Eric Smears		06:00					D-crew CU #2 coverage	Yes

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

Supervisor Omotayo Ige

Distribution: Supervisor / R. Skinner