

Overtime Refusal / Callout Refusal Reporting Form

Date Worked:	August 30, 2023 S2 CU2 for fire training coverage
Person Worked	
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		
Aug 28	B Kolada			On vacation					
	A Petrie	08:41							
	N Kaiser			On vacation					
	J Kaiser			On vacation					
	J Stankey	08:43							

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

Supervisor Brett Hitchcock