

Overtime Refusal / Callout Refusal Reporting Form

Date Worked:	October 19, 2023 Physical lab
Person Worked	Stuart Bilodeau
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		
Oct 18	S Bilodeau		20:35					Cover Physical lab	Yes

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

Supervisor Brett Hitchcock