

Overtime Refusal / Callout Refusal Reporting Form

Date Worked:	October 28, 2023 Chemical lab/Physical lab
Person Worked	S 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 28, 23	P Mildenberger				05:00			Cover Chemical lab	yes
	S Bilodeau		05:07					Cover physical lab to move Glen into shift lab	yes

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

Supervisor B Hitchcock