

Overtime Refusal / Callout Refusal Reporting Form

Date Worked:	November 17, 18 & 19 Lab S1 & S2
Person Worked	Colin Pham and Chris Quaife
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		
Nov 14, 2023	C Quaife (Nights)		18:00					Cover A crew S1	yes
	C Pham (Days)		06:00					Cover B crew S2	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