

Overtime Refusal / Callout Refusal Reporting Form

Sheet 1 of 1

Date Worked:	Oct 13,14/25 S2
Person Worked	Mike Terney for the 14 th only
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 10/25	Mike Terney	00:15 for the 13th	00:15 for the 14th				12	Cover kiln A crew	

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

Supervisor Sheldon Brain

Distribution: Supervisor / R. Skinner