

Overtime Refusal / Callout Refusal Reporting Form

Sheet 1 of 1

Date Worked:	Sep 07&08/26 S1 Kiln PA
Person Worked	D Sanberg
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		
Sep 03	D Sandberg		18:15 (7 th only)			12		Cover D crew Kiln PA	Yes
	C Wilson	In lab							

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

Supervisor Iyin Akingbade