

Overtime Refusal / Callout Refusal Reporting Form

Sheet 1 of 1

Date Worked:	June 4 and 5, 2025 Physical Lab
Person Worked	Chris Quaife (June 4), Glen Rosseker (June 5)
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		
May 28	Glen Rosseker		9:00			12		Cover phys lab	y
May 29	Chris Quaife		7:00			12			y

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

Supervisor Kerry Friedrich

Distribution: Supervisor / R. Skinner