Overtime Refusal / Callout Refusal Reporting Form

Date Worked:	June 20, 2026 S2
Person Worked	
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 OT	Hours Chg DT	Reason For Callout	Performed position tasks without assistance Yes / No
June 16, 2026	Richard Lawson	18:00						D-crew shift utility coverage	Yes
	Silas Lang	21:00							
	Eric Smears	22:00							

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

Supervisor Omotayo Ige

Distribution: Supervisor / R. Skinner