

Overtime Refusal / Callout Refusal Reporting Form

Sheet 1 of 1

Date Worked:	August 25, 2026
Person Worked	Jamie Bragg
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		
August 20, 2026	Alex Chan	18:00						D crew kiln PA coverage	Yes
	Silas Lang	20:00							
	Jamie Bragg		21:00						

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

Supervisor

Omotayo Ige