

Overtime Refusal / Callout Refusal Reporting Form

Sheet 1 of 1

Date Worked:	December 28 & 29 S1 Mills or Kiln
Person Worked	See Below
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		
Dec 26	R Stuparyk	09:45 (both)						Cover Kiln or mills B crew	Yes
	N Kaiser	10:01 (both)						Cover Mills B crew	Yes
	A Petrie			Vacation				Cover Mills B crew	Yes
	J Dakus			Off				Cover Mills B crew	Yes
	C Quaife	10:05 (both)						Cover kiln B crew	Yes
	J Stankey			Vacation				Cover Kiln or mills B crew	Yes
	G Rosseker	10:05 (both)						Cover Mills B crew	Yes
	P Felisilda	13:00						Cover Kiln B crew	Yes
	J Kaiser			Vacation				Cover Kiln or mills B crew	Yes
	C Pham		10:30 (29 th only Mills)					Cover Kiln or mills B crew	Yes

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

Supervisor B Hitchcock

Distribution: Supervisor / R. Skinner