Overtime Refusal / Callout Refusal Reporting Form

Date Worked:	Oct 7/26 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
Oct 5/26	Andrew Wilson	06:00				12		Cleanup	
	TJ Rideout	06:00							
	Sarah Eddy	06:00							
	Mike Terney	06:00							
	Travis Jespersen	06:00							

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

Supervisor Sheldon Brain

Distribution: Supervisor / R. Skinner