

Overtime Refusal / Callout Refusal Reporting Form

Sheet 1 of 1

Date Worked:	November 14-16, 2025 S2 Lab
Person Worked	Chris Quaife (Nov 14), Mike Simczenkowski (Nov 15 & 16)
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		
November 3	Mike Simczenkowski		12:00			24		Cover B crew	Yes
November 7	Chris Quaife		14:00			12			

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