

Overtime Refusal / Callout Refusal Reporting Form

Sheet 1 of 1

Date Worked:	April 28 2025 S2 Lab
Person Worked	Chris Quaife (16h-18h)
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		
April 25	Chris Quaife		13:30			4		Cover S2 lab	Y

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