Overtime Refusal / Callout Refusal Reporting Form

Date Worked:	November 5, 2026 S2 Kiln
Person Worked	John Stankey
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
Nov 1	P Felisilda	19:46						Cover Kiln for B crew	Yes
	J Stankey		19:48						

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