

Overtime Refusal / Callout Refusal Reporting Form

Sheet 1 of 1

Date Worked:	January 09 S1 or 10 S2 clean up
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		Reason For Callout	Performed position tasks without assistance Yes / No
						OT	DT		
Jan 08	J Dakus	02:20						Clean up	Yes
	J Stankey			Working S1 Spare loader					
	M Simczenkowski	02:38							
	A Petrie	02:21							
	Z Brain			Training kiln					
	A Wyrozub	02:34							
	B Kolada		02:24 10 th						
	P Felisilda	02:21							

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

Supervisor B Hitchcock