

Overtime Refusal / Callout Refusal Reporting Form

Sheet 1 of 1

Date Worked:	Apr 30, 2025 S1 Kiln PA
Person Worked	None
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		
Apr 28/25	M Simczenkowski	On duty						Cover kiln for D crew	
	C Wilson	18:13							

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

Supervisor I Akingbade

Distribution: Supervisor / R. Skinner