

Overtime Refusal / Callout Refusal Reporting Form

Sheet 1 of 1

Date Worked:	Nov 29,30 Dec1/24 S1
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		
Nov 26/24	Mike Terney	23:00 for the 29 and 30	23:00 for the 1st				12	Cover kiln B crew	
	Gord Phillips	20:00 for all							
	Chris Quaife	20:00 for all							

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

Supervisor Sheldon Brain

Distribution: Supervisor / R. Skinner