

Overtime Refusal / Callout Refusal Reporting Form

Sheet 1 of 1

Date Worked:	November 24, 2025 S1 Mills
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 21	A Petrie	18:00						Cover A crew Mills	Yes
Nov 22	J Stankey	01:03							
	M Simczenkowski			Covering Lab					
	P Felisilda	01:11							
	J Kaiser	21:41							

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