Overtime Refusal / Callout Refusal Reporting Form

Date Worked:	November 4 & 5, 2026 Dayshift 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 OT	Hours Chg DT	Reason For Callout	Performed position tasks without assistance Yes / No
Nov 2	B Kolada		18:00 for the 5th only					Clean up dayshift	Yes
	A Wyrozub	18:00							
	J Stankey	18:00							
	T Fankhanel	18:00							
	P Felisilda	18:00							
	A Petrie	18:00							
	E Pelltier	18:00							
	J Dakus	18:00							
	M Simczenkowski			Working lab					

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