

Overtime Refusal / Callout Refusal Reporting Form

Sheet 1 of 1

Date Worked:	Feb 5, 2026 S2 Lab
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		
Feb 5	D Sandberg				04:57			Cover lab for c crew	yes
	C Wilson				04:58				

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