

Overtime Refusal / Callout Refusal
Reporting Form

Date Worked:	Dec 5, 2024 S2 Mills
Person Worked	N Kaiser
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		
Dec 2	N Kaiser		18:00					Cover B crew mills	yes

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

Supervisor B Hitchcock