

Overtime Refusal / Callout Refusal Reporting Form

Sheet 1 of 1

Date Worked:	Oct 25&26, 2025 S1 Kiln
Person Worked	L Gold
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		
Oct 21/25	D Sandberg	19:15						D Crew kiln coverage	
Oct 22/25	L Gold		18:15			12			Yes

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

Supervisor lyin Akingbade