

# Overtime Refusal / Callout Refusal Reporting Form

Sheet 1 of 1

Date Worked:	December 16, 2024 S2
Person Worked	Eric Smears
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		
December 13, 2024	Richard Lawson	18:00						Spare loader operator	Yes
December 14, 2024	Rudi Perneel	06:00							
	Alex Chan	17:00							
	Eric Smears		18:00						

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

Supervisor

Omotayo Ige