

Overtime Refusal / Callout Refusal Reporting Form

Sheet 1 of 1

Date Worked:	May 15, 2025 S2 Contractor OT Kiln repairs
Person Worked	See Below
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		
May 14	J Sihota		15:31					Contractor overtime	yes
	L Gold	15:28							
	E Smears				15:27				
	S Lang			Vac					
	R Lawson				15:25				
	S Howse	15:24							
	M Landry				15:19				
	S Butt	15:22							

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