

# Overtime Refusal / Callout Refusal Reporting Form

Date Worked:	January 16 2024
Person Worked	None
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		
Jan 16 2024	Zack Brain	14:45				2		Vac Truck 7471	
	Gord Cromwell	14:45							

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

Supervisor         Gary Walsh