

Overtime Refusal / Callout Refusal Reporting Form

Sheet 1 of 1

Date Worked:	September 7 th only S1 Utility
Person Worked	John Stankey
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		
Sep 3	J Dakus	06:00						Cover utility B crew	yes
	J Stankey		10:30						

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