

Overtime Refusal / Callout Refusal Reporting Form

Sheet 1 of 1

Date Worked:	July 9, 2025 S2 Kiln PA
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		
July 7, 2025	D Sandberg	12:00						Cover Kiln for D crew	
	P Felisilda	17:20							
	C Wilson	On duty (lab)							

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

Supervisor I Akingbade