

Overtime Refusal / Callout Refusal Reporting Form

Sheet 1 of 1

Date Worked:	Nov 27/25 S1
Person Worked	
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		
Nov 26/25	Salim Butt	18:50					12	Extra help in shift lab	
	Chris Wilson				18:52				
	Dustin Sandberg		18:53						

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

Supervisor Sheldon Brain

Distribution: Supervisor / R. Skinner