

Overtime Refusal / Callout Refusal Reporting Form

Sheet 1 of 1

Date Worked:	Oct 18, 2025 S1 Kiln
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		
Oct 17/25	M Terney				13:48			A Crew kiln coverage	
	P Felisilda	13:48							

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

Supervisor Iyin Akingbade