

Overtime Refusal / Callout Refusal Reporting Form

Sheet 1 of 1

Date Worked:	Dec 4/24S1
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		
Dec 3/24	Joe Dakus	15:00					12	Spare loader op	
	John Stankey				15:01				
	Jason Kaiser				15:03				
	Brandon Kolada		15:10 as a # 2						

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