

# Overtime Refusal / Callout Refusal Reporting Form

Sheet 1 of 1

Date Worked:	February 21, 2025 S2 Lab
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		
Feb 20	C Pham	16:30						Cover A crew lab	yes
	C Quaife	16:40							
	G Rosseker	16:45							
	R Gurba				16:54				

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