

Overtime Refusal / Callout Refusal Reporting Form

Sheet 1 of 1

Date Worked:	August 17, 2025 S2 Contractor OT
Person Worked	See below
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		
Aug 17	S Butt			Vacation				Contractor overtime	Yes
	M Landry				08:52			Contractor overtime	Yes
	R Lawson				08:53			Contractor overtime	Yes
	E Smears			Vacation				Contractor overtime	Yes
	S Bilodeau			Vacation				Contractor overtime	Yes
	S Howes				08:54			Contractor overtime	Yes
	S Lang				08:55			Contractor overtime	Yes
	J Bragg		Covering mills					Contractor overtime	Yes
	J Sihota		Worked previous shift					Contractor overtime	Yes

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

Supervisor B Hitchcock