

Overtime Refusal / Callout Refusal Reporting Form

Sheet 1 of 1

Date Worked:	August 5&6, 2026
Person Worked	S Lang
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		
August 2, 2026	Alex Chan	18:00						D crew kiln PA coverage	Yes
	Silas Lang		18:00 (for 6 th)						

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

Supervisor Omotayo Ige

Distribution: Supervisor / R. Skinner