

# Overtime Refusal / Callout Refusal Reporting Form

Sheet 1 of 1

Date Worked:	May 16-18, 2025 Shift 1 Chemical Lab
Person Worked	Chris Quaife
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		
May 9	Chris Quaife		12:45			36		Cover lab vacation	Y

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

Supervisor Kerry Friedrich

Distribution: Supervisor / R. Skinner