Overtime Refusal / Callout Refusal Reporting Form

Date Worked:	May 18, 2026 S2
Person Worked	Richard Lawson
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 OT	Hours Chg DT	Reason For Callout	Performed position tasks without assistance Yes / No
May 15, 2026	Richard Lawson		10:00					C-crew shift utility coverage	Yes

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