

# Overtime Refusal / Callout Refusal Reporting Form

Sheet 1 of 1

Date Worked:	May 31 Shift 1 Chemical Lab
Person Worked	Colin Pham
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 30	Chris Quaife	12:50						Cover S1	
	Colin Pham		13:30			12			

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