

Overtime Refusal / Callout Refusal Reporting Form

Sheet 1 of 1

Date Worked:	June 23, 2026 S1 kiln
Person Worked	J Stankey
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		
June 21	P Felisilda	06:00						Cover B crew kiln	Yes
	J Stankey		06:00						

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

Supervisor B Hitchcock

Distribution: Supervisor / R. Skinner