

Overtime Refusal / Callout Refusal Reporting Form

Sheet 1 of 1

Date Worked:	October 13, 2025 S2 Lab
Person Worked	
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		
Oct 11	M Simczenkowski	11:45						Cover A crew shift lab	Yes
	Chris Quaife		18:00						

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

Supervisor B Hitchcock/S Brain

Distribution: Supervisor / R. Skinner