Overtime Refusal / Callout Refusal Reporting Form

Date Worked:	Nov 4/26 S2
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 OT	Hours Chg DT	Reason For Callout	Performed position tasks without assistance Yes / No
Nov 3/26	Jason Blaikie			On vacation		12		Cleanup	
	Mike Terney			Working kiln S2					
	Sarah Eddy	06:00							
	Travis Jespersen			Working mills S2					
	Corey Dockum	06:00							
	Adrew Wilson	06:00							
	TJ Rideout	06:00							

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

Supervisor Sheldon Brain

Distribution: Supervisor / R. Skinner