

Overtime Refusal / Callout Refusal Reporting Form

Sheet 1 of 1

Date Worked:	July 11,12/25 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		Reason For Callout	Performed position tasks without assistance Yes / No
						OT	DT		
July 8/25	Mike Terney	22:00						Cover kiln A	
	Corey Dockum	22:00							
	Chris Quaife	23:00							
	Jason Blaikie	23:00							

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