

# Overtime Refusal / Callout Refusal Reporting Form

Sheet 1 of 1

Date Worked:	Nov 25&26/24 S1 Lab
Person Worked	Colin Pham (Nov 25) & Chris Quaife (Nov 26)
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		
Nov 19	Colin Pham		10:00			12		Cover A crew lab	yes
Nov 20	Chris Quaife		8:00			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