Overtime Refusal / Callout Refusal Reporting Form

Date Worked:	November 5, 2026 S2 mills
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 2	A Petrie	18:00						Cover mills for B crew	Yes
	P Felisilda	18:00							
	T Fankhanel	18:00							
	J Stankey			Working Kiln					

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