

Overtime Refusal / Callout Refusal Reporting Form

Sheet 1 of 1

Date Worked:	Nov 24/24 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		
Nov 24/24	Raj Poonie				08:49			Snow removal	
	James Keegan				08:50				
	Chris St Jacques				08:51				
	Josh Horvat				08:52				
	Kyle Achtymichuk				08:53				
	Sarah Eddy				08:56				
	Eric Pelletier	09:11							
	Andres Acosta Rivera		08:59						

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