

Overtime Refusal / Callout Refusal Reporting Form

Sheet 1 of 1

Date Worked:	July 17&18/26 S2 Kiln
Person Worked	D Sandberg
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 15/26	D Sandberg		6:20 (18 th only)			12		Cover kiln D crew	Yes
	C Wilson	6:20							
	J Kaiser	On duty							

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

Supervisor

Iyin Akingbade