

Overtime Refusal / Callout Refusal Reporting Form

Sheet 1 of 1

Date Worked:	Sep 17, 2025 S2 Utility
Person Worked	None
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		
Sep 14/25	R Perneel	19:30						Cover Utility operator for C crew	
Sep 15/25	C Wilson	20:00							

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

Supervisor I Akingbade