|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DAS Construction Services Weekly Out-of-Office Log | | | | | | | | | |
| Week of: |  | | Completed By: |  | | | | | |
|  | | | | | | | | | |
| Name | | Unit | Type of Leave | **Duration** | | | | | |
| **Monday** | | | | | | | | | |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
| **Tuesday** | | | | | | | | | |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
| **Wednesday** | | | | | | | | | |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DAS/DCS Weekly Out-of-Office Log (continued) | | | | | | | | | |
| Week of: |  | | Completed By: |  | | | | | |
|  | | | | | | | | | |
| Name | | Unit | Type of Leave | **Duration** | | | | | |
| **Thursday** | | | | | | | | | |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
| **Friday** | | | | | | | | | |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |
|  | |  |  |  | AM |  | PM |  | All Day |