|  |
| --- |
| 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 |

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| 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 |