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| osu_logo | **Facilities Operations and Development**  **CWA Business Sign-Out**  *to be completed before leaving the work area* |

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| Employee signing out | | | Attending a meeting with (name of employee or union steward) | | |
| I am the union steward  yes  no | Meeting Date  a.m.  p.m. | Meeting Time  a.m.  p.m. | | I will be gone approximately (length of time) | |
| Meeting Location | | | Time Signed Out  a.m.  p.m. | | Time Signed In  a.m.  p.m. |

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| --- | --- |
| Dated | Employee Signature |
| Dated | Supervisor Signature |

Revised Oct 2015

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