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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 theunion 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 |

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