KAPLAN CONSTRUCTION

**Work from Home Request Form**

To help manage remote work effectively and ensure team collaboration and productivity, please complete the form below, ideally **72 hours before the requested date**, when requesting to work from home.

---

**Employee Information**

- **Name:** Melissa Bullock

---

**Work From Home Details**

- **Date(s) Requested to Work From Home:**
  12/9/25, 12/11/25

---

- **Reason for Request:**
  - ☐ Personal Appointment
  - ☐ Health Reasons
  - ☐ Family Obligation
  - ☐ Home Repair/Emergency
  - ☐ Concentrated Work/Project
  - ☑ Other (please specify): usual remote days

---

- **Items targeted to work on that day:**

  Gregg House interview, GLFHC bid, Temple Ohabei bid

- **What virtual meetings will you attend:**

- **Items targeted to be completed:**

---

**Employee Signature:** Melissa A. Bullock

**Date:** 12/8/2025