

# THE ULTIMATE TIME OFF PREPARATION CHECKLIST

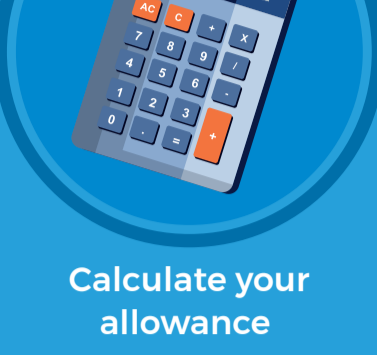
Have a vacation coming up? This checklist will help you prepare properly and allow you to enjoy a well-deserved break.



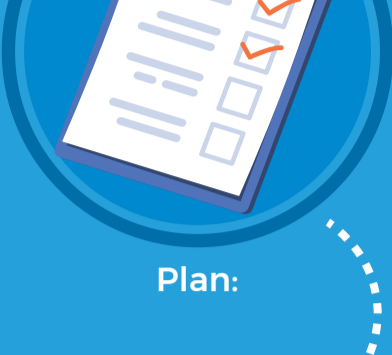
## #1 Plan ahead



Check the company HR policies



Calculate your allowance



Plan:



Who will cover for you



What you need to handover



How you will catch up afterwards



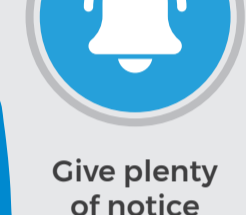
## #2 DON'T make plans before you get permission!

## #3 DO share the most popular periods off with your colleagues

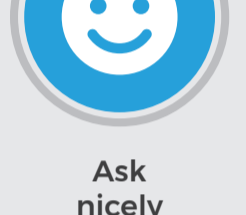
(it may not be fair for you to reserve every school holiday)



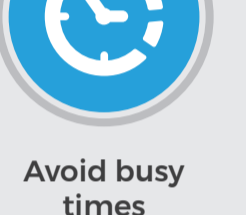
## #4 Ask your boss



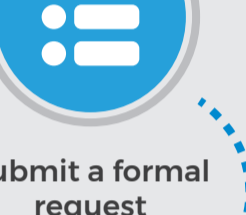
Give plenty of notice



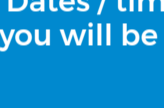
Ask nicely



Avoid busy times



Submit a formal request



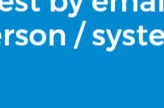
Dates / times you will be off



Why you need the time off?



Is it paid or unpaid?



Request by email / phone / in person / system / letter

- 1. Vacation
- 2. Sickness
- 3. Parental / Family

## #5 Inform everyone who needs to know



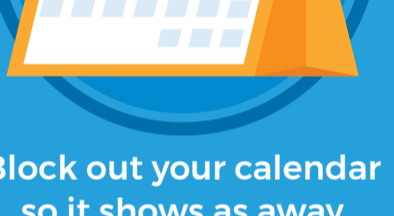
Who

- 1. Your Team
- 2. Clients
- 3. Suppliers
- 4. Relevant 3rd parties



Tell them how your work will be covered

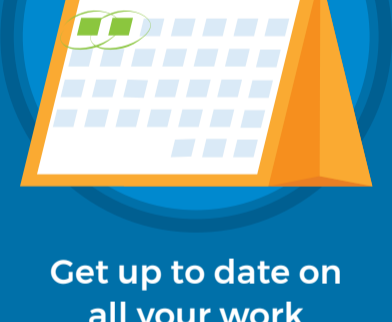
Give contact details for your replacement



Block out your calendar so it shows as away

Remember to also block out a day after your holiday to catch up!

## #6 Hand over

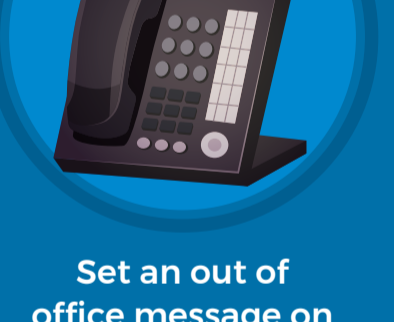


Get up to date on all your work

Work extra hours if needed



Hand over activities which need to be performed while you're away

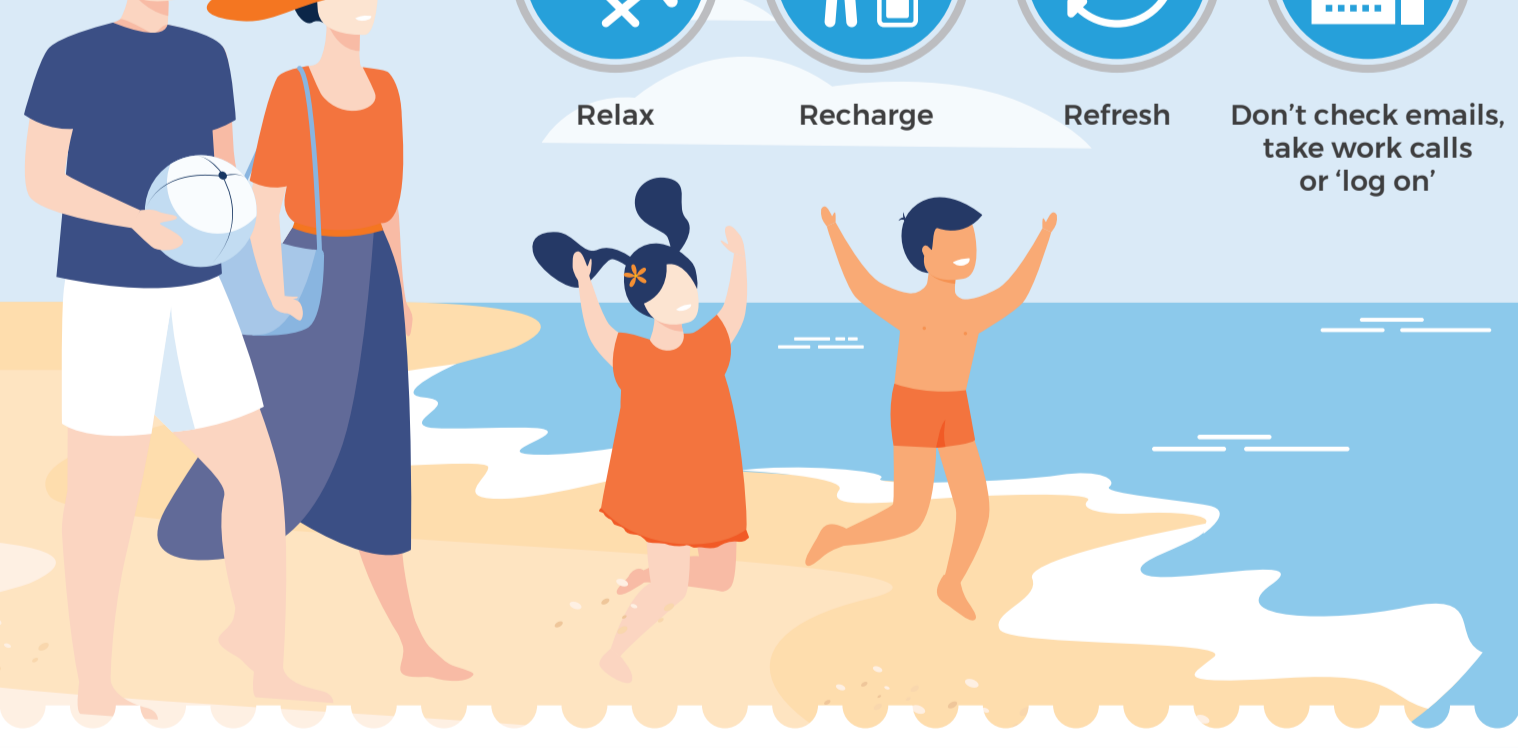


Set an out of office message on your phone and email.

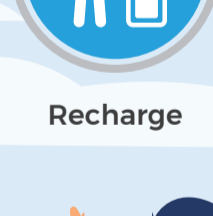
Dates you are away

Contact details for who is covering for you

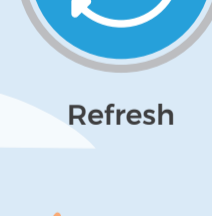
## #7 Enjoy your time off



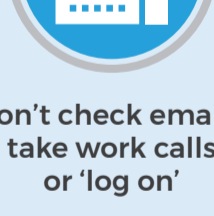
Relax



Recharge

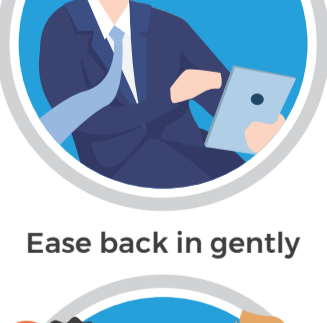


Refresh

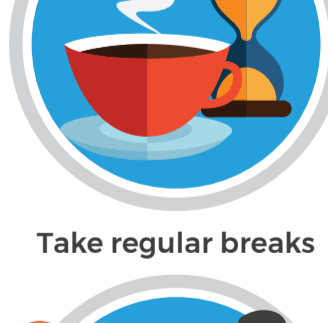


Don't check emails, take work calls or 'log on'

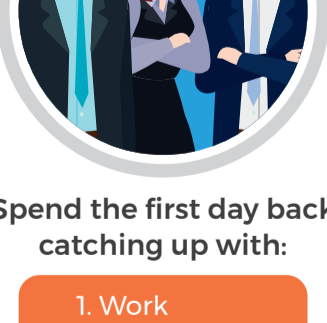
## #8 Return to work



Ease back in gently

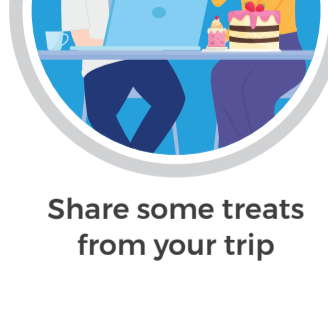


Take regular breaks



Spend the first day back catching up with:

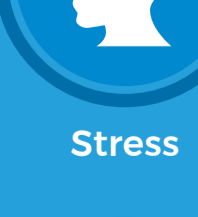
- 1. Work
- 2. Colleagues



Share some treats from your trip

## #9 It's good to take time off because it...

a Reduces:



Stress



Burnout



Staff turnover

b Increases:



Productivity



Engagement



Happiness