

Vacation Preparation Checklist



via lab monkey communications

With so many things to worry about before you go on vacation (did you leave the oven on?), we thought we'd prepare a checklist to help you make a clean getaway from the office! Use these tips to help your coworkers, managers, and clients understand how to get along without you for a few days.

Before Your Leave the Office:

- ☐ Submit your request for time off as soon as you know you'll need it.
- ☐ E-mail coworkers and clients one week prior to your vacation to let them know when you will be out.
- ☐ Remind people if your vacation dates fall during key milestones or delivery dates and offer solutions to keep projects on track in your absence.
- ☐ Make an *Active Projects and Sub-tasks List* to keep track of work that may need attention while you're away.
- ☐ Identify one *Primary Point of Contact* (PPC) who will be responsible for your projects in your absence. *NOTE: make sure your PCP will not be out of the office while you're away.*
- ☐ Provide all key contact information to your PPC and introduce them to your clients *before* you leave.
- ☐ Let your PPC know that your manager is aware they are covering for you.
- ☐ Send a "While I'm Away" e-mail of your *Active Projects and Sub-tasks List* to your manager and PPC to include:
 - contact information for your clients; and
 - guidelines for when it may be appropriate to contact you while you're away.
- ☐ Set up your out-of-office e-mail auto-responder to include:
 - dates that you will be out; and
 - contact information for your PPC.
- ☐ Change your outgoing voicemail to include:
 - dates that you will be out; and
 - contact information for your PPC.
- ☐ Set up a 15-minute De-Brief Meeting for your team on your last day in the office.
 - Use your Active Projects and Sub-tasks List as the meeting agenda.

Schedule Re-integration Time:

- ☐ Check e-mails prior to returning to work if you're able.
- ☐ Block out one hour on your calendar for the day you will return to work and use this time to get re-acclimated with any issues and concerns that may have developed while you were away,
- ☐ Check in with your manager, and your PPC to see if they have any additional feedback. And **thank them** for their support while you were away!

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