|  |  |
| --- | --- |
| **To complete when applying for leave** | **Yes/No** |
| Did I include a notice of leave in my email auto signature? *\* See below example* |  |
| Did I inform PA/ Receptionist to update her leave spreadsheet? |  |
| Did I set up a calendar reminder to email this complete checklist to Aidan, Aileen and PA at 10am the day before my leave? |  |
| A summary of holidays year to date is  Q1 - Q2 - |  |
| **To email Aidan, Aileen and PA at 10am the day before I go on leave** |  |
| Did I inform my Clients which CRO will be advancing their engagement? *\* See below example* |  |
| At 5pm today, I will auto-forward my emails to which team member? |  |
| Is my auto-away signature turned on? *\*Please see below for example response* |  |
| While I am on leave, my emergency contact number is? |  |
| Will I periodically check my emails while I am away? |  |

**Example of wording of the email para giving advance notice to Clients**

***I will be on leave from x/x/xx and I return to the office on x/x/xx. During my leave, my supporting team member Ms. X will aggressively advance your engagement;***

**Example of the wording on staff auto-reply**

***I will be on leave from x/x/xx and I return to the office on x/x/xx. If you need an urgent reply to your email, please email Ms. X or Mr Aidan Healy. I hope my absence is not a major inconvenience for you.***