

BEST PRACTICES FOR TIME OFF MANAGEMENT:

1. Notify your SCE Manager in Advance:

- Inform your manager well in advance of any planned time off to ensure that approvals are given and recorded.
- Inform WWT of upcoming time off and manager approval

2. Send Calendar Invites:

- After receiving approval for time off, send a calendar invite to the manager and the team to ensure that everyone is aware of the dates.
- If time off was approved far in advance, remind the manager as the time approaches. This avoids situations where the manager forgets about the approval.

3. Complete your tasks

- Please complete all pending tasks before your time off.

4. Ensure Backup Coverage:

- Identify a backup team member who will cover your responsibilities during your absence. Once confirmed, forward all necessary meeting invites and provide information on your tasks to the backup.
- Conduct a handoff meeting with the backup and your supervisor to review tasks and ensure everything continues smoothly.

5. Set Out-of-Office (OOO) Message:

- Set a clear out-of-office message in your email, including the name and contact information of the backup person to ensure others know who to contact in your absence.

6. Timely Submission of Timecards:

- Submit planned time off in advance to ensure timely timecard approvals, especially during holiday seasons or other busy periods.

7. Remind the Manager:

- If time off was approved significantly in advance (e.g., a month before), remind the manager as the time approaches to prevent any confusion or oversight.