



## Out of office and standard

If you are going to be out of the office, for Vacation, please follow the instructions below.

<b>When</b>	<b>Task</b>
As early as possible (minimum two weeks prior)	Request time off for PTO
Once out of office is confirmed by David	Add Calendar to Insight Notify Rose
1 week before (or more)	Notify clients
1-2 days before	Update Out of Office spreadsheet Meet with Buddy
Day before	Set Outlook auto responder