



# Are you Easter ready?

**Many employees will take time off over the Easter period. Are you ready to be away from work? Have you ensured an adequate handover to colleagues?**

- Set up a clear out of office message on your emails directing people elsewhere
- Change your voicemail to let callers know you are away
- Redirect SAP workflow to a nominated person
- Clear any meetings out of your diary
- Identify any tasks that can't wait until your return and ask for support
- Prioritise work that needs to be completed before you go off and speak to your manager if you need help with this.

**Annual leave is important - switch off and enjoy!**

