

Preparing for Sabbatical

This checklist is intended to help you prepare for sabbatical. You are responsible for completing each of these tasks. If you have any questions or concerns on how to best prepare for your sabbatical, please contact your manager or MyHR.

WHEN YOU BECOME ELIGIBLE

- Initiate conversation with manager to discuss potential sabbatical dates.
- Secure manager approval for specific sabbatical dates.

30-60 DAYS BEFORE SABBATICAL

- Request Sabbatical through Workday.

30 DAYS BEFORE SABBATICAL

- Schedule meeting with your manager to discuss workload and identify the individual(s) who will cover for you.
- Ensure that you and your manager inform the individual(s) of the work they will be performing on your behalf.
- Schedule meetings with individual(s) to begin their preparation.

7 DAYS BEFORE SABBATICAL

- Meet with the individual(s) covering for you to finalize transition.
- Create list of all recurring meetings that you will need to decline and/or delegate to somebody else.
- If you manage others, make sure you provide delegation to all systems where approvals will be needed in your absence (i.e. SAM, Identity Hub, Workday, the Global Expense Tool, etc.)
- If you are a budget manager, make sure you designate someone to approve the PRs and POs for your cost center, and set up the proxy in the SRM system.
- If you manage contractors/alternative workforce and approve timecards, notify the vendors and payroll about your Delegate's signature authority.

DAY BEFORE SABBATICAL

- Activate "Out of Office" email notification.
- Create "Out of Office" voicemail notification.
- Ensure emergency contact information is up-to-date.
- Delete old emails to avoid capacity constraints while you are away.
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THINGS TO CONSIDER

- Will you be missing a benefits enrollment period?
- Do you want somebody to pick up your inter-office and postal mail?
- Will anyone need keys to access any of your files while you are away?
- If you will be away from the office during a performance assessment period, ensure that you provide your manager with the appropriate self-assessment information.
- If you manage others and will be away during a review cycle, work with your manager to ensure that these will be handled. You will likely need to write the reviews prior to leaving.