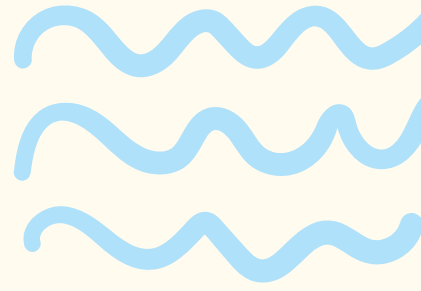


Employee Vacation Planning Checklist



BEFORE VACATION SEASON:

Share your internal vacation policy (priority rules, deadlines, limits). ☐

Open the vacation request period (ideally around March/April). ☐

Update your HR calendar or scheduling tool. ☐

Identify critical dates or resource bottlenecks. ☐

DURING REQUEST PERIOD:

Send reminders to employees. ☐

Review and approve requests based on internal criteria. ☐

Distribute vacation time fairly across teams. ☐

Handle potential overlapping requests collaboratively. ☐

BEFORE EACH VACATION:

Ensure key tasks are documented. ☐

Confirm a designated backup for each employee. ☐

Check that out-of-office messages are set and that communication is efficient. ☐

Notify teams of coverage or changes. ☐

DURING VACATION SEASON:

Monitor the vacation calendar and adjust as needed. ☐

Check if employees are on vacation to avoid contacting them on off days. ☐

Be prepared to pivot if unexpected issues arise (replacements, emergencies). ☐

AFTER VACATION SEASON:

Debrief & analyze: What worked well? What can be improved? ☐

Archive the season's data to inform future planning. ☐

Track HR indicators throughout the vacation period to identify potential issues. ☐

