

Time off

These are fictional team working agreements, not employment terms. Your contract and applicable rules determine your actual entitlement.

Request planned leave

Submit dates through the team's leave system at least two weeks ahead where possible. Add a short handover note and name a proposed backup for time-sensitive work. Your manager checks coverage and confirms the request; a calendar entry alone is not approval.

Prepare a handover

List active tasks, deadlines, the next useful action and links to the relevant pages. Give your backup the access they need before you leave. Reschedule meetings you own and set an out-of-office message with a contact for urgent matters.

When you are ill

Tell your manager through the agreed private channel as soon as reasonably possible. Do not put medical details in a shared wiki or public calendar. Follow the absence-reporting process provided by People operations.

While someone is away

Respect the absence. Route requests to the backup and let non-urgent decisions wait. No one is expected to monitor chat during approved time off.

Owner: People operations. Ask privately if your situation is not covered here.