

Vacation handoff

Print and complete. Attach one work-item page for each task that needs cover.

Owner / team

Away from / through

Back on

Availability while away / who to contact instead

Work that can wait

Work item / why it can wait

Restart date / next step

Before I leave

- ☐ Each covering owner has agreed to the handoff.
- ☐ Owners can open the linked files and systems.
- ☐ Deadlines and urgent decisions are clear.
- ☐ Known gaps have a plan.
- ☐ My availability expectations are explicit.

When I return

Updates to review

First check-in / with whom

Work-item handoff

One page per work item. Confirm the covering owner agrees before you leave.

Work item

Current status

Next action

Deadline / time zone

Covering owner

Document or system link / where to find it

Coverage agreed on / access checked on

If something goes wrong

Issue / what to watch for

When to escalate / immediate action

First contact / contact route

Backup contact / contact route

Updates for the returning owner

Keep passwords and confidential personal information out of shared handoffs.