**Jhana**

# Handoff plan for a leave of absence

For others to cover your work while you're on leave, they need to know what your duties are; how to do them; and how to access the files, notes, systems, and other tools you use in the course of your job. Some of your regular tasks and long-term projects may be obvious to your manager and team, but others are likely less visible. Include them all so that nothing falls through the cracks while you're away.

| Name: | | | Dates of leave: | | |
|---|---|---|---|---|---|
| **Ongoing tasks (daily, weekly, or monthly)** | | | | | |
| What needs to be done and how | Schedule and deadlines | Who's involved (include contact information) | Files and tools needed (include links to files, tools, drafts, how-tos, etc.) | Who could cover in my absence (include contact information | Could this be paused during my leave (Y/N) |
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# Jhana

| Projects in progress | | | | | | |
|---|---|---|---|---|---|---|
| What needs to be done and how | Project status and my contribution | Schedule and deadlines | Who's involved (include contact information) | Files and tools needed (include links to files, tools, drafts, how-tos, etc.) | Who could cover in my absence (include contact information) | Could this be paused during my leave (Y/N) |
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**Anything else your team should know during your leave (client or vendor contacts, other files or records, decision-making criteria, etc.):**