

Out of Office Reply: Email, Voice mail and Outlook calendar

For use when employees are out of the office during extended periods of time

Audience: Employees who may be out of the office for extended periods of time.

Background: It's important that employee communication continues for the employees and team members who remain in the office when you are out of the office for extended periods of time.

Action requested: Please place in your email and voice mail bounce back messages professional out of office messages that facilitate the communication that will need to continue during your absence. Below are acceptable messages to use.

EMAIL Out of Office message

POC = Point of contact

Intermittent (for employees who may work a limited schedule):

My work schedule has changed due to the COVID-19 pandemic; therefore, I am unable to respond to your message at this time. I will respond upon my expected return on [day]. In my absence, please contact [list specific backup or POC] at [email address].

Continuous (for employees who may have an unknown return to work date):

I am out of the office until further notice due to the COVID-19 pandemic. I will not be able to check email or voicemail during this time. In my absence, please contact [list specific backup or POC] at [email address].

VOICEMAIL Out of Office message

Intermittent (for employees who may work a limited schedule):

You have reached the voicemail of [your name], [your job title] at Marshfield Clinic Health System [department]. My work schedule has changed due to the COVID-19 pandemic; therefore, I am unable to respond to your message at this time. In my absence, please contact [list specific backup or POC] at [phone number] or leave your name, telephone number, and a short message, and I will get back to you upon my expected return on [day].

Continuous (for employees who may work a limited schedule):

You have reached the voicemail of [your name], [your job title] at Marshfield Clinic Health System [department]. I am out of the office until further notice due to the COVID-19 pandemic. In my absence, please contact [list specific backup or POC] at [phone number].

OUTLOOK Calendar Out of Office message

Intermittent (for employees who may work a limited schedule):

Steps:

- Enter an appointment on the day your out-of-office period will start.
- Subject: Temporarily out of office
- Location: No entry
- Enter start date
- Enter end date
- Check 'All day event'
- Show as: Out of office

Continuous (for employees who may work a limited schedule):

Steps:

- Enter an appointment on the day your out-of-office period will start.
- Subject: Extended out of office
- Location: No entry
- Enter start date
- Enter estimated end date
- Check 'All day event'
- Show as: Out of office