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**Master: SOP- Staff Leave- Systems Vault**

**PREREQUISITES**

[Teamwork PM](http://sarahnoked.com/teamwork)

[Master : SOP- Team Member Training & Ongoing - Systems Vault](https://docs.google.com/document/u/0/d/1ehsSFDBKm1GDYCPYGj_QW-rHjlUrTM5uk6D0EKqtfQM/edit)

[SOP- Setting up an Email Autoresponder Reply- Systems Vault](https://docs.google.com/document/d/1Fou4ou4yAd-wPZ23g2gUxNGYZEbRsrl4Xdl8ri6Nbkk/edit?usp=sharing)

[SOP- Setting Up Email Forwarding- Systems Vault](https://docs.google.com/document/d/127Ge_p_CdJ-w2585TH_Ky2bp-ua2XczDfMX6BvzQrjA/edit?usp=sharing)

[SOP- Reassigning Tasks for Leave- Systems Vault](https://docs.google.com/document/d/1qfTEZhrTJMl56vYZ7tIRPETdfYCkT0uPda33LEE_a8Y/edit?usp=sharing)

Your personal @sarahnoked.com google calendar

**PURPOSE**The Staff Vacation SOP is an important roadmap that all team members must follow before taking leave. This is to ensure the Sarah Noked OBM team functions seamlessly and the team members tasks are taken care of.

**POLICY**

There are recurring monthly tasks in [Teamwork PM](http://sarahnoked.com/teamwork) for the Online Business Manager to check in with team members to see if they are taking time off in the coming month.

The team member who is taking leave is responsible for ensuring that all their tasks are taken care of in their absence.

The team member who is taking leave is responsible for updating their @sarahnoked.com calendar and the SN team calendar.

Part of the Task Template in [Teamwork PM](http://sarahnoked.com/teamwork) for ooo procedures includes activities which relate to these SOPs

[SOP- Setting up an Email Autoresponder Reply - Systems Vault](https://docs.google.com/document/d/1Fou4ou4yAd-wPZ23g2gUxNGYZEbRsrl4Xdl8ri6Nbkk/edit?usp=sharing)

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**PARTY**

All Team Members

**PROPERTY**

Online Business Manager

**PROCESS**

Part 1: Report your intended OOO days

Part 2: Implement the “Staff Member Leave” Task template in [Teamwork PM](http://sarahnoked.com/teamwork)

**PROCEDURE**

**Part 1: Report your intended OOO days**

1. Notify the OBM via your recurring task in [Teamwork PM](http://sarahnoked.com/teamwork) by commenting on the task and tagging the Online Business Manager

**Part 2: Implement the “Staff Member Leave” Task template in** [**Teamwork PM**](http://sarahnoked.com/teamwork)

1. From the [Teamwork PM](http://sarahnoked.com/teamwork) dashboard, click “Projects” in the top menu and navigate to the “Sarah Noked OPERATIONS” project
2. Click “Add New Task List” > Advanced > select the “SN Staff Member Leave: Your Name (Responsibility: OBM)” task template
   1. Rename task list to include your name
   2. Update assignees and due dates

**Created by:**

**Department:** Growth

**Date:**

**Revised:**

**Revised by:**