Xplicity

Holiday policy

Find out how many days of holidays you have.

Ask Xplicity administration for the information about the amount of days you have for holidays.

Plan your holidays.

When you have information about your vacation duration, you can plan your holidays, set exact beginning and end dates that you prefer.

Get holidays approval from client.

Send an email to client's responsible person to get an approval for holidays (name your vacation dates). Add to this email Xplicity administration Cc.: karolina@xplicity.com

Get holidays approval from Xplicity.

When you receive confirmation from client, forward this email to administration, if Xplicity's responsible person was not included to this email conversation. Administration will confirm your holidays via email with request form.
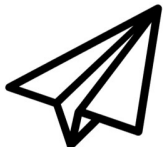
Fill holidays request form and send it to Xplicity administration. Fill the form with required holiday dates, print one copy, sign it and bring it to Xplicity administration.

Inform colleagues.

Let your colleagues know, when you are out of the office, send them email with your absence days one workday before your holidays starts.

Set autoreply message in your mailbox.

Set autoreply messages to every email you might get during your absence time. Message should contain information: dates when you're out of the office, contacts of the substitute person (if there is one).