

SAMPLE EMAIL TO EMPLOYEES: ENCOURAGE TIME OFF FOR WELL-BEING

Subject Line: When is the last time you took time off for your well-being? Here is a refresher on our PTO policies.

Body: At [Organization], we recognize the importance of life-work balance and how time away from work responsibilities contributes to a happier and healthier workforce. Taking a vacation or personal time away from work lowers stress levels, reduces burnout risk, and improves mental health and well-being. Therefore, we encourage all eligible employees to take full advantage of the paid time off (PTO) policy that [Organization] offers.

[Insert a paragraph to describe your organization's PTO policy. Be direct and transparent about employee status and eligibility, like PTO granted to full-time vs. part-time employees.]

At [Organization], we offer additional ways for all employees to enjoy personal time away from work, including: *[Insert examples of time off offered in addition to your PTO Policy. Examples might include closing all work sites during the holiday break, implementing an organization-wide mental health day, provide a floating holiday for employees to use on their day of choosing, or allowing employees to leave early on Fridays during the summer season.]*

[Insert a paragraph to describe how many hours can be rolled over into the next year. It's important for employees to know what PTO they may lose if unused. Also, note if your employer requires employees to take a certain amount of time off per year.]

[Insert clear instructions to describe how an employee can request time off. Note if requests need to be approved in advance. Also, be transparent about how decisions are made for time off requested during the year with high-volume PTO requests (i.e., winter or spring break).]

[Insert instructions on who to contact if the employee is not receiving timely manager approvals for PTO requests or feels like their workload or demands are too high for them to take a vacation.]

We encourage all people managers to check in with their teams to ensure everyone feels supported in taking time away from work. Support may include:

- Providing guidance on taking time off after large projects or during slower work periods;
- Encouraging workers to plan at the start of the year when they might take time off in the next 12 months;
- Assisting with employees' workload, finding additional coverage, or rearranging shifts or schedules to accommodate workers; and
- Modeling healthy life-work blend behaviors by checking in with yourself and taking time off as needed.

Please contact [Contact Name] at [Contact Email] or refer to the employee handbook at [Website] for more information.