



Salaried Management PTO

Know before you go

Time away from work is an important part of living better. But before you take off, take some time to make sure everything will keep running smoothly when you're away. Use this PTO checklist for a great handoff that will make life easier for the associate who'll be covering for you.

Store Manager

- Before requesting PTO, make sure there will be adequate coverage
- Make sure your PTO has been approved
- Create a recommendation for coverage while you're out and work with your Market Manager for approval
- Make sure your team is aware of the dates you'll be out, and set expectations for workload/coverage. You can also do this during the Schedule Right Review process.
- Make sure everyone knows who will be the manager in charge
- Update all people tasks (evals, GLMS, attendance tracking, schedules, etc.)
- Check AMP, PlanIt, and other apps for critical tasks and assign them for completion
- Hold a meeting to go over PTO coverage and expectations
- Create turnover notes for specific direct reports (metric goals)
- If you're out for more than three days, work with your Market Manager to identify a drop-in Store Manager
- Put an Out of Office message on your email including your return date and who to contact while you're away

Prior to going to PTO

Co-Manager/ASM

- Before requesting PTO, work with your management team to address scheduling and coverage
- Make sure your PTO has been approved
- Work with your Store Manager to identify a peer to cover your area
- Make sure your team knows the dates you'll be out, and set expectations for workload and coverage
- Hold an area meeting to go over PTO coverage and expectations
- Make sure everyone knows who will be the manager in charge
- Update all people tasks (evals, GLMS, attendance tracking, schedules, etc.)
- Set up delegation in Workday (if applicable)
- Check AMP, PlanIt, and other apps for critical tasks and assign them for completion
- Create turnover notes for specific direct reports (metric goals)
- Create daily checklists for days you'll be out and send to supervisory direct reports
- Put an Out of Office message on your email, including your return date and who to contact in your absence
- ASM: Make sure supplies are ordered
- Fresh ASM: Verify the week's fresh production is laid out

Welcome back!

When you come back from PTO, take some time to get caught up. Make sure you understand what you missed, what needs to be prioritized, and what else needs your attention.

Use this checklist for a smooth transition back to work.

Checklist

- Review email to identify top priority items
- Set aside time with your covering peer to go over detailed PTO checklist
- Set up area tour times with your direct reports
- Make sure people tasks (evals, GLMS, attendance tracking, schedules, etc.) are updated
- Create a communication plan on Action for checklist completion
- Don't be afraid to ask for help if you need it