



Out of Office (OOO)

Communication Guidelines



Slack/teams

If You're OOO

- Set a status with dates + point of contact (POC)
- Share updates in channels so work can continue without you
- Provide context so others can self-serve information

If Someone Is OOO

- Check their status before messaging
- Assume they are offline unless stated otherwise
- Avoid non-urgent messages
- Look in channels/docs first

Slack/teams Principle

Work should not depend on one person's availability



Email

If You're OOO

- Set an auto-reply with:
 - Dates away
 - Availability (offline vs limited)
 - Backup contact (POC)
- Delegate or forward key emails

If Someone Is OOO

- Read and follow their auto-reply
- Avoid non-urgent emails
- Use schedule send
- Contact the POC instead

Email Principle

Respect inbox boundaries the same way as Slack

Best Practices



Default to async communication



Prioritize visibility (channels, shared docs)



Plan coverage so people can fully unplug



No expectation of response while OOO

Example templates



Slack/teams Status Example

OOO until May 24 🌴 | Contact Jordan for urgent needs

Tip: Update your status, profile, and share in relevant channels if needed.



Email Auto-Reply Example

Hi, I'm out of office until May 24 with limited access to email. For urgent matters, please contact Jordan (jordan@company.com). I'll respond when I return.

Tip: Customize dates, availability, and your POC.

Strong communication = Strong teams

Plan ahead. Communicate clearly. Respect time. Keep work moving.