



10 tips for taking Annual leave

during lockdown

With so many of us on lockdown, holidays really aren't what they used to be. But it's important that you take your leave so here are our top tips on protecting your personal time, being clear on boundaries and enjoying that well-deserved break...

1

Tell people your plans

Don't assume people will remember you've got leave booked. Remind your line manager and the rest of your team, and if you're regularly in touch with clients or suppliers, let them know too.



2

Handover your work

If your projects can wait till after your break, great. If not, hand them over to a colleague, just like you usually would. Be really clear about what's most urgent so they can manage their workload.

3

Write a great out-of-office message

Almost all of us are out of the office at the moment. So make sure your automatic out-of-office email tells people you're on annual leave, and gives helpful alternative contacts so you're not disturbed.

4

Switch off (and stay off)

You wouldn't take your work phone or your laptop on a beach annual leave (hopefully), so don't take them on this one. Turn them off, put them in a drawer and check out for a few days. It's ok. You've earned it.

5

Stick to your guns

Lockdown or not, you're on annual leave. Whether you're spending time with your kids or just taking some time to relax, that's important. So don't be persuaded to take calls, answer emails or do that quick job – stand your ground.



6

Make a wish list

Before your leave begins, make a list of all the things you'd love to do. It'll help you make more of your days, spend them doing what you really want to do, and feel fulfilled by your time off.



7

Shake things up

If every day feels the same at the moment, make your time off stand out. Change your routine, try something new and allow yourself a few more treats – just like you would if you were away.

8

Take a break from the news

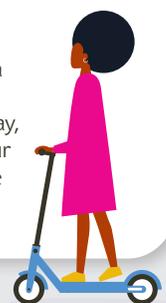
Let's face it, there's not much cheery stuff in the news right now. So give yourself a break, only check the headlines once a day, and try to worry less about the things you can't fix.



9

Get out and explore

If you're allowed to go out for a short time in your country, try something new. Walk a new way, run a new route or dust off your bike and see a little more of the world.



10

Take some annual leave snaps

Ok, bear with us here. You might not be photographing amazing new places, but taking pictures will help you remember this remarkable time, and what you did with it, once all this is history.

Let's get social. We'd love you to tell us your tips for working remotely – send them to commsteam@udghealthcare.com or post to social media tagging UDG Healthcare, Ashfield and Sharp. We'll then share your tips with the rest of our colleagues.