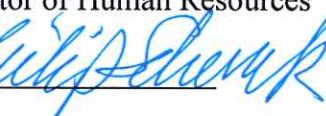


## TOWN OF BLOOMFIELD

### POLICY MEMORANDUM

SUBJECT:	Out of Office Notification Requirements	NO:	Policy #120.14
DISTRIBUTION:	All Departments	DATE:	August 3, 2021
		BY:	Cindy Coville
			Director of Human Resources
		APPROVED:	

#### I. PURPOSE

The purpose of this Policy Memorandum is to formalize and communicate the policy regarding communication requirements for internal and external customers when you are out of the office for both phone and e-mail.

#### II. RESPONSIBILITY

It is the responsibility of supervisors to communicate this policy to their employees.

#### III. FORMS

None

#### IV. PROCEDURE

- A. When you are physically out of the office for one or more days, you must put an Automatic Reply (Out of Office) on your e-mail account for both internal and external recipients. Your message must indicate the dates you will be out and when you expect to return. All out of office messages must also contain the name and contact information for at least one person who can handle questions and/or resolve issues in your absence.
  
- B. When you are physically out the office for one or more days, you must put an extended absence greeting on your Town phone. Your extended absence greeting must identify how long you will be out of the office and the name and contact information for at least one person who can handle questions and/or resolve issues in your absence.