



Checklist: Helping your team take (and enjoy) time off



Use this practical checklist to review your current approach to time off and identify simple, effective ways to support your team in taking - and truly enjoying - their breaks.

Not sure how you're doing? A quick staff survey can reveal whether your policies are hitting the mark or need a little tweak.

Processes and policies

- ☐ We remind employees at least once a year to use their leave
- ☐ Our team knows how much holiday they've taken - and what's left
- ☐ Booking holiday is simple, clear and accessible
- ☐ We don't require holiday to be booked too far in advance (unless sector-specific)
- ☐ If someone isn't using their leave, we notice and are ready to step in with encouragement

Practical tools

- ☐ We use a holiday tracker to monitor leave across the business
- ☐ Managers can see holiday reports at-a-glance
- ☐ We've got handover templates or guidance to help people prepare before leave
- ☐ Our team has access to shared files or systems, so no one is the single point of knowledge
- ☐ We encourage scheduling messages if working outside of standard hours



Culture and communication

- ☐ We talk openly about the importance of time off
- ☐ Managers regularly check in with their team about upcoming leave
- ☐ Senior leaders role model healthy holiday habits
- ☐ People don't feel they have to justify why they're taking leave

Disconnecting support

- ☐ Our policy (formal or informal) encourages switching off during leave
- ☐ Managers avoid contacting team members when they're on holiday
- ☐ We've shared expectations with clients about team availability
- ☐ We support returning employees with a quick catch-up or handover

Burnout spotting and supporting

- ☐ We regularly check in on wellbeing - not just performance
- ☐ We know how to spot early signs of burnout (fatigue, disengagement, mistakes)
- ☐ If needed, we can enforce leave to protect someone's wellbeing
- ☐ Our team has clear signposting to further support if needed
- ☐ We know how to approach sensitive conversations with empathy
- ☐ We use tools to help us monitor burnout risk e.g. Breathe's Burnout Monitor


Need a hand putting all this into action?

Whether you're after expert HR advice or a simpler way to manage leave and spot burnout risks, we've got you covered.

We can connect you with a trusted Breathe Partner for ongoing HR support, or introduce you to a member of our team to explore how Breathe can help.

With Breathe, you can:

- Make holiday booking and tracking a breeze
- Spot holiday hoarding before it becomes a problem
- Monitor wellbeing with built-in tools like the Burnout Monitor

 **Start your free trial**