**Recharge Harvard** strongly encourages employees to step fully away when on vacation, for example by not checking email. Managers and departments can support staff with vacation backup procedures, emergency coverage, and FAQs.

As you prepare for your time off, cut and paste — and customize — one of these out-of-office response emails to remind people that you are away and to encourage them to take their own vacation time.

Subject: Out of Office xx/xx/xx-xx/xx/xx. Please read for assistance.

Thanks for your message. I’m currently taking some vacation time to reset and recharge from [day, month, date–day, month, date]. Research shows that [disconnecting from technology](https://health.clevelandclinic.org/digital-detox/) is beneficial to wellbeing, so I will not be checking email and appreciate your patience as I won’t be responding to your message until [DATE].

[alternative] Research shows that [disconnecting from technology](https://health.clevelandclinic.org/digital-detox/) is beneficial to wellbeing, so I will not be checking email and will be archiving all email I receive during this time. If you still need to reach me when I return on [DATE], please feel free to email me then.

[alternative] My colleague [name] is supporting me in taking this important time off, so emergencies [or time-sensitive needs] may be directed to [name@Harvard.edu](mailto:name@Harvard.edu).

[alternative] Hi! I’ll return your message after [DATE]. If this is urgent, please contact [CONTACT].

In case you’re wondering, I am off chasing my perfect day of vacation: my senses are primed for new sensations and experiences, I’m taking a break from work communications, and I expect I’ll be well-rested and energized, with a big smile on my face, when I return to work. Have a great day!

[alternative] If you have questions about xx or yy, please consult the following for assistance:

Project xx – link

Project yy – link