



HARVARD

Human Resources

June 3, 2022

Dear Colleagues,

What an exhilarating week we've just shared, celebrating three graduating classes and the resilience of our students and our community working through the pandemic. This was my first Harvard Commencement, and I was moved by Harvard's deep traditions, as well as how employees from across the University came together to contribute to this signature experience.

After such an all-out effort, I'm thrilled to announce the launch of [Recharge Harvard](#), an initiative to promote individual and organizational wellbeing. Time off is vital to our overall health and wellbeing, reduces symptoms of burnout, and is a valuable component of the total rewards you earn for your contributions to Harvard.

We are committed to supporting one another in building a culture of wellbeing. Leaders and managers are aware of our employees' need to recharge and are prepared to show the way following the challenges of the last two years. Collectively, we are reimagining how and where we work, and in this process we are rediscovering how healthy use of our time off both contributes to our physical, mental, and emotional health, and supports our creativity and engagement at work.

In order to Recharge Harvard, we encourage leaders, managers, and individual staff members to:

- **Distinguish the “mission-critical” from the important, but non-urgent.** After two unprecedented pandemic years, we must reset expectations around responsiveness and a constant sense of urgency. Clearly identify and communicate what projects are “mission critical.”
- **Respect off-hours and time off — our colleagues' and our own.**
- **Manage priorities.** We must strive to be more deliberate about managing priorities by identifying what can be deprioritized in order to move past a constant urgent mode.
- **Reward ourselves with vacation time.** Time for yourself is a reward, regardless of where or how you spend it. Check out [your vacation balance](#) and enjoy it! You have earned it, and remember [what's in it for you, your family and loved ones](#), and for your team when you return.

Over the next few months, the Recharge Harvard initiative will provide staff with more information about the value of taking time off, ways to creatively build vacation into your schedule, how to manage expectations while you're away, and ideas for managers in supporting team efforts to cover work and balance priorities. This [tip sheet](#), along with the [Recharge Harvard](#) webpage, is a good place to start.

Our careers are a marathon, not a sprint, so let's pace ourselves and recharge regularly. If you have questions about the Recharge Harvard initiative or about your vacation time, please contact your [local human resource office](#). I look forward to embracing this opportunity along with all of you.

My very best,

Manuel

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