

Email Template for Taking Leave – NPS Point of Contact

The following protocol addresses how an NPS should communicate pertinent information with the NPS acting as the point of contact and with the state office. The NPS taking leave should first speak with another NPS or state office member and confirm their willingness to act as the point of contact. The NPS should then fill in all pertinent information in the email template below and send to the point of contact and the state office.

Dear *(name of NPS point of contact)*,

I will be on *(type of leave)* leave during the dates of *(list dates)*, returning to work on *(list date)*. I will have limited access to my phone and email but please feel free to contact me in the case of an emergency. If you need anything while I am gone, please contact the EFNEP State Office. Below are the names and contact information for all of the educators I supervise.

List each educator in the following format:

Educator name

County

Phone number

Email

Also, listed below are the county directors and office staff contact information for my unit.

List this county director and pertinent county office state contact information for you entire unit

County director name

County

phone number

Email

Office staff name

County

Phone number

Email

Thank you for your help while I am away.

Sincerely,

Name

Title