

Email Template for Taking Leave – Educators and County Directors

This protocol addresses how NPS should notify their educators and County Directors before they take Annual Leave. The template email below should be filled in with the NPS information. Before sending the email out, the NPS should ask another NPS or state office member to be the point of contact while they are gone. Once a point of contact is established, the NPS should send the email to the point of contact and the state office.

Dear EFNEP Educators and County Directors,

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. If you need anything while I am gone, please contact *(list point of contact NPS agent)*; his/her contact information is listed below. You can also contact the EFNEP State Office. Their contact information is listed below:

Point of contact NPS

Phone number

Email address

Cindy Standley

Office Manager - EFNEP

970-491-2377

Cindy.Standley@colostate.edu

Brigid McDonnell

Research Associate – EFNEP

970-491-6581

Brigid.McDonnell@colostate.edu

Katie McGirr

Research Associate – EFNEP

970-491-3642

Kathryn.mcgirr@colostate.edu

Susan Baker

Associate Professor/Extension Specialist – EFNEP

970-491-5798

Susan.baker@colostate.edu

Sincerely,

Name, Title