



## Staff Handover Policy *(for Globe Portal)*

Staff need to provide a 'handover' via email to their manager prior to commencing more than 2 planned consecutive days off, for example;

- 2 rostered days off combined with a public holiday
- annual/other leave
- jury duty

This applies to team members in all roles and ensures:

- continuity in getting the job done collectively;
- everyone completes their tasks, for example;
  - empty peg reports
  - clean tint machine
  - customer orders, quotes
  - CNC
  - data entry
  - kitchen designs/orders
  - IHG eLearning
  - Timesheet etc
- seamless transition for customers, and guarantee of service.

### Step 1

1 day prior to commencing leave, work with your team leader / manager to prioritise and complete highly important or date driven tasks. Every effort must be made to complete your work so as not to create a burden on the team picking up the extra workload during your absence.

### Step 2

1-2 hours before you finish your last shift, compose an email outlining:

- Work in progress (unfinished work) and what needs to happen to complete the job.
- Information your manager needs while you are away.

### Step 3

Follow it up with a quick verbal handover prior to leaving.