

## Sample Vacation Alert from HR Manager

Please highlight and copy the text below to create a message informing employees that they have vacation time to use.

# VACATION ALERT



Vacation Commitment Day  
March 31, 2015

DEAR EMPLOYEE:

Here at (insert name of company here) we want to make sure you are healthy and happy and that means taking enough time to relax and re-connect with your family, friends and most importantly, yourself.

Lack of vacation time is becoming a subject of more and more concern to Americans. We all are working so relentlessly that many of us do not take time off. In fact, last year more than 169 million paid vacation days were left unused in America\*. We don't want our employees to fall in that category. We encourage you to look ahead and look forward to taking the vacation time you have earned.

Please take a few minutes now and check your (paystub or employee intranet) to see how many days you are entitled to and prepare to take time off! There's lots of research out there that says vacations are good for your health, your happiness and your career – and we believe that.

We know that sometimes it's difficult to take time away from the office when juggling workloads. If you're having any issues trying to make it all work, please don't hesitate to reach out to me or your supervisor. We will help work it out so that you can take the time you deserve.

We're delighted to let you know we've partnered with the TAKE BACK YOUR TIME organization to offer you a chance to win a 6 night/7 day vacation to Hawaii in the Vacation Commitment sweepstakes, running now through April 29. A winner will be drawn on April 30. To enter and view the official rules, visit [takebackyourtime.org/sweepstakes](http://takebackyourtime.org/sweepstakes).

Happy vacation planning and good luck!

Signed,

HR Manager

\* February 2014 Oxford Economics Study