

Well-being Promoting Signatures and Out of Office Statements

Demonstrating support for your colleagues' health and well-being can be as simple as an out-of-office response or including a statement in your email signature. Consider using one of the messages below, or create your own, to show your support of healthy workplace practices, including acknowledging different work hours and taking vacation to rest and rejuvenate.

Signature Statements

- My working hours may not be yours; I do not expect replies to my messages during your non-working hours.
- My working day may differ from your working day. Please don't feel obliged to reply to this email outside of your usual working hours.
- Please note that my working hours might vary substantially from yours. Thus, please do not feel any pressure or obligation to respond to messages on my schedule.
- I sent this during a convenient time for me, please read/respond during a convenient time for you.
- I check email twice a day between [time]–[time] and between [time]–[time] PST.
- Please know that I honor and respect boundaries around personal time, well-being, caretaking and time off. Should you receive emails from me during a time you are engaging in any of the above, please protect your time and wait to respond until you're working.
- Please note: I strive to be email-free nights and weekends. Just know I do not expect a response during those times.

Adapted from University of California, San Francisco's Wellness and Community Program in Campus Life Services

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Out of Office Responses

- Hello,

Time away from the office is essential and an important way to rest, recalibrate, and remain at our best. I will be out of the office without access to email from [date] through [date]. Please consider resending your email after [date]. If your need is urgent, any of my amazing teammates will be able to assist. Please reach out to them at the following emails:

- Hello,

I'm currently on vacation/stay-cation to rejuvenate my body and spirit until [date]. During this rest, I will not be checking emails. I will respond to your message after [date]. If your message requires an immediate response, please email [email].

- Hello,

I'm currently taking a well-being day to recharge. I will respond to messages upon my return on [date]. If your message requires an immediate response, please email [email].

Additional Strategies

- If composing emails outside of working hours is necessary, consider utilizing "Delay Delivery" features in your email program to delay delivery until the start of the next set of working hours.
- List your work hours in your email signature to communicate and normalize varied working schedules among team members.

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