

TEMPORARY ABSENCES

DEPARTMENT

1. Notify your adjuster of scheduled absences
2. Change your voice mail message to indicate the absence, expected return date and an alternate contact name(s) and phone number(s)
3. Add an “out of office” message to your email with expected return date and alternate contact email address
4. For unexpected or extended absences; the supervisor will contact your adjuster

STATE FUND

1. Notify your RTWC of scheduled absences
2. Change your voice mail message to indicate the absence, expected return date and an alternate contact name(s) and phone number(s)
3. Add an “out of office” message to your email with expected return date and alternate contact email address
4. For unexpected or extended absences; the supervisor will contact the department