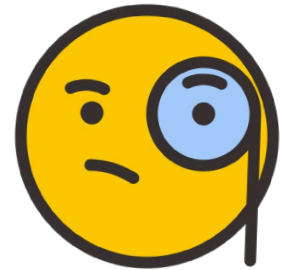


Time-off health check for employers



How can you tell if your team need a break?

Use this checklist to keep your team refreshed, prevent burnout, and normalise taking time off.

Employer checklist

- ✓ **Run your Timetastic Pro Burnout Board once a month**

90+ days without leave? That's an early warning sign.
- ✓ **Encourage small breaks, not just big ones**

Half-days and long weekends are necessary, too!
- ✓ **Normalise asking your team: "When's your next break?"**

Remember: It's a friendly check-in, not an interrogation.
- ✓ **Track patterns, not just individuals**

If 25% of your team haven't taken leave in 3 months, that's a sign it could be your culture.
- ✓ **Celebrate booking leave, not just taking it**

Treat *'I booked time off'* as good news.
- ✓ **Lead by example**

When managers log off, the team feels safe to do the same.
- ✓ **Look out for the 'always-on' employees**

Burnout can hide in your most dedicated people.
- ✓ **Turn data into action**

90+ days = a gentle nudge.
180+ days = time for a proper wellbeing chat.

