

Facilities Management Vacation Calendar Instructions

Adding the calendars to your Outlook

1. Go to your calendar page in Outlook
2. Click "Open calendar"
3. Click "From address book" and the address book box will open
4. Type "fm" in the search box
5. Double click each of the calendars you want to display.
6. Click OK.

The calendars you selected should appear in your Outlook.



Requesting Vacation or Sick Time

1. Employee creates a new meeting using their **PERSONAL** calendar as follows:
 - **To:** supervisor and their department's FM Vacation Schedule
 - **Subject: description of time off ("Out all day", "Out 2-4 pm")**
 - a. No personal information in subject line because it will show publicly on the calendar
 - b. No need to put the person's name – it is added automatically to the calendar
 - **Location:** leave this blank
 - **Start time:** first day away from office
 - **Check "All Day Event"**
 - a. **Do not make the meeting cover the specific hours of a partial day off – put that information in the subject**
 - b. All subject information shows at the top of the day of the week in the calendar
 - **End time:** last day away from office
 - **Show as: Free** (this dropdown is in the ribbon at the top of the window)
 - Send invitation
 - Manager Accepts or Rejects
 - If Manager accepts, right-click the vacation item in your **PERSONAL** calendar and select **"Show As" > "Out of Office"**
2. In order to cancel the vacation request:
 - **Employee must delete the item from their PERSONAL calendar**