



Standard Operating Procedure

Subject: Out of Office Calendar	Effective Date: October 1, 2013
Responsibility: Headquarters	Revision Date: October 2018; March 2019
To: HQ Staff, Director of Workforce Operations	SOP No.: ADMIN-002

Purpose:

The Out of Office Calendar (OOC) displays information related to dates that Headquarters and Director of Workforce Operations, for which use of the OCC is *mandatory*, are on scheduled PTO or away from regular duty stations for an *entire day*. Do not record partial-day absences, i.e. attending out-of-office meetings or local business-related travel. **Note:** The OOC policy is a supplement to, and does not replace, any other company, program, or department requirement related to requesting and receiving approval for leave.

Procedure:

To post events, or view other peoples' postings, add the "Out of Office Calendar" to your Outlook Calendar Navigation Pane:

1. When *using the VMware version of Outlook*, select "Calendar", click "Open a Shared Calendar", select "Name", and select "Out of Office Calendar"
2. When *using the Outlook Web App (mail.kra.com)*, select "Calendar", right-click on "Peoples Calendars", click "Add Calendar", and select "Out of Office Calendar"
3. After you access a shared Calendar for the first time, the Calendar is added to the Navigation Pane. The next time you want to view the shared Calendar, you can click it in the Navigation Pane.

Once you have access, there are numerous ways to add an event to the OCC. One method is as follows:

1. Login to your KRA e-mail account using Outlook
2. Select "Calendar"
3. Select "Out of Office Calendar" under "People's Calendars"
4. Create a "New Appointment" in the OOC, selecting the appropriate start-and-end dates and time

5. Under “Subject”, enter your first initial and last name, and the abbreviated reason for being out of office:
 - Out of office on leave, use PTO, e.g., “JSmith-PTO”
 - Out of office on business travel, use OT and the destination, e.g., “JSmith-OT/San Diego”
 - Out of Office attending day-long meeting(s), use MTG, e.g., “JSmith-MTG”
6. Click “Save and Close” to complete

Address non-technical questions related to this SOP with your Supervisor. Submit technical questions, as a Help Ticket, to IT Support at servicedesk@cmasystems.com.

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