

How Should You Take Your "Time Off"?

A CHECKLIST

ELEVEN
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TALENT COLLECTIVE

Using this Checklist

Use this checklist to identify which type of time off is best suited to you and your needs. Go through each time off "type" and check off the things that apply to you so you can get the most out of your time off (or workcation!). If you check off 3+ in one category, that type of time off could be the one for you – talk to your employer about your options!

Traditional Vacation Leave

You should be taking traditional vacation leave if...

- You're looking to log-off from work for a little while
- You need some R&R time to recharge your battery
- You'd like to check out a new place or experience a staycation
- You've been feeling overwhelmed at work and need an extended vacation

Workcation

You should be taking a workcation if...

- You want to live in a different place and have a new experience for two weeks or more
- You're looking for a realistic, local experience when travelling
- You're okay with not being a tourist during the day (or your workplace's core hours)
- You don't want to dip into your PTO days and feel comfortable working while away

Bleisure Travel

You should be taking bleisure travel if...

- You're going on a business trip and want to extend your time away by a few days
- You feel comfortable exploring a new area in a short period of time
- If your business trip doesn't fall over a weekend, you're okay with potentially using PTO or checking your email from time to time while away

Sabbatical Leave

You should be taking sabbatical leave if...

- You're looking to do some professional or self-development
- You want to take an extended period of time off of work
- You're feeling overwhelmed, burnt out or "stuck" in your career
- You want to take some time to gain new skills or a new perspective on work

Mental Health Day

You should be taking a mental health day if...

- You're feeling burnt out from work and you are experiencing low productivity
- You have feelings of anxiety, stress or depression – especially while at work
- You feel like you can't quite restore your energy to normal levels
- You are constantly experiencing the "Sunday Scaries"

REMINDER

Always check-in with your manager to make sure taking time off is okay. Give yourself enough time to plan your vacation, workcation, bleisure or sabbatical leave so as to not add more stress to your docket and ensure your team is well set up before you jet set!

You can also check in with your HR team (or check your employment contract) to see what types of leave you're eligible for and whether they fall under PTO or unpaid time off.

The Eleven Eleven Difference

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Diversity, Equity & Inclusion

DE&I is an initiative close to our hearts and one we have entrenched our own hiring processes in. Our commitment here is that you can be rest assured we adhere and uphold equal opportunity employment standards to drive and impact your business.

Market Intelligence

We know the market. We pride ourselves on our research and tracking of data and metrics to maintain a strong understanding of the current market place and what it will take to land talent.

Emotional Intelligence

We are the only agency who's trained behavioural interviewing style screens for emotion fit, resilience, emotional intelligence and preserving your culture. This is our edge.

Global Team

We have a robust team of senior level and executive recruiters placed across North America, Europe and Australia expanding our deep global networks of top caliber talent.

Results

Our high quality, expertly vetted candidates consistently produce bottom line results for our clients. Having spent the majority of our careers as internal recruiters, we understand the top priorities of the business and have built our firm on the pain points we experienced working with external agencies. Think of us as your internal, externals.

Interested in hearing how Eleven Eleven Talent can catalyze your career or organization?

Get in touch at:

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