



## TIP SHEET: THE IMPORTANCE OF TAKING A “WORK-FREE” VACATION

As an employee, taking a vacation gives you well-deserved time off from work. Vacations have been shown to increase physical and mental well-being as well as productivity and focus. Taking a “work-free” vacation by not responding to e-mails and voicemails increases the benefits of taking time off.

1. **Have better performance reviews.** Employees who take vacations tend to perform better at work.
2. **Boost your heart health.** Missing one year’s vacation has been associated with a higher risk of heart disease.
3. **Increase your focus.** Vacations allow employees to return to work with a strong focus.
4. **Gain new perspectives.** Vacations allow employees to gain perspective on everyday life.
5. **Take a break.** Vacations give employees a break from their usual routines.
6. **Experience new things.** You will have new experiences that can lead to a broadening of horizons and the opportunity for learning and intercultural communication.
7. **Allow for personal growth.** Vacations allow for personal and social development.
8. **Share in your experiences with others.** Vacations promote shared experiences among family or friends.
9. **Increase your well-being.** Vacations decrease the risk of depression.
10. **Contribute to overall family harmony.** Family vacations contribute positively to family bonding, communication, and solidarity.
11. **Take every day of vacation you are given.** You will get more overall work done at a higher level of quality if you use your vacation time.
12. **Do not settle for 3-4 days off.** Short vacations are fine, but they are insufficient.
13. **Avoid taking a “working vacation.”** This counteracts the benefits of taking time off.
14. **Gain more energy.** You will come back energized and more productive if you take a work-free vacation.
15. **Do not check in constantly.** You trust your co-workers, so constant check-ins are unnecessary.
16. **Act as an example of balance.** When you respond to e-mails on vacation, you set a precedent. Instead, set an example of balance by really detaching from work.
17. **Put your to-do list on hold.** Getting ahead on vacation is not worth it. The only way to truly get ahead on vacation is to put your work to-do list on hold and return to it with renewed energy.
18. **Don’t miss out.** By doing work on vacation, you will miss out on adventures.
19. **Public Wi-Fi is not worth it.** Wi-Fi is often slow, unreliable, and not secure.
20. **Pack lighter.** If you leave your computer at home, you will have a lighter suitcase and you won’t have to worry about your computer being stolen.