Request notice

- 1+ week(s) off = month advance
- Days off =2 weeks advance

Schedule on Calendar

- Send from
 Outlook or Gmail,
 include Intel &
 Fusion email
 addresses
- Include Sam, affected team members
- Set time to "free" so as not to block their calendars

Workload Coverage

- Plan in advance to ensure no break in coverage
- Approval from Sam/teammates