

Preparing for an Absence Checklist Single Member



The following is a **checklist** to assist you in preparing for the unexpected and routine aspects of daily life prior to a work-related absence.

Vehicle

- Vehicle insurance /storage insurance
- Vehicle storage
- Driver's license

Financial

- Bill paying plan
- Pay allotments (if required)
- Mortgage/Rent
- Home Insurance
- Property Tax (Homeowners Grant)

Legal

- Power of Attorney
- Bank and investment Power of Attorney
- Check that your Next of Kin Form is correct and up to date (DND 2587)
- Will
- Life insurance
- Supplementary Death Benefits
- List of important documents and their location

Information/Support to share with Family/Friends

- Military Family Resource Centre
250-363-2640 or 1-800-353-3329

- How to contact you during the absence
- Decide how/when you want to be contacted if an emergency should happen
- Parents contact info
- Family Network Email
- Mailing Information
- Member's rank, service number, unit

Pets – If you are leaving your pet with someone

- Microchip/Tattoo number
- Registration number
- Feeding information
- Veterinary information
- Medical information
- Routines

Children – If you are leaving your child/children with someone

- Emergency Childcare plan
- Requirements for travel abroad with children when a parent is absent
- Relevant school information
- Relevant extra curriculum information
- Childcare information
- Medical information

Are your family members and friends looking to connect with others going through the same experience, participate in social activities and get the latest information and updates on your work-related absence? They can register with us to receive absence support. For more information, scan the QR code or visit connect.esquimaltmfrc.com/deployment.

