Out Of Office Assistant for Jira Cloud

Out-Of-Office Assistant allows Jira users to take time off from Jira without blocking progress on important work.
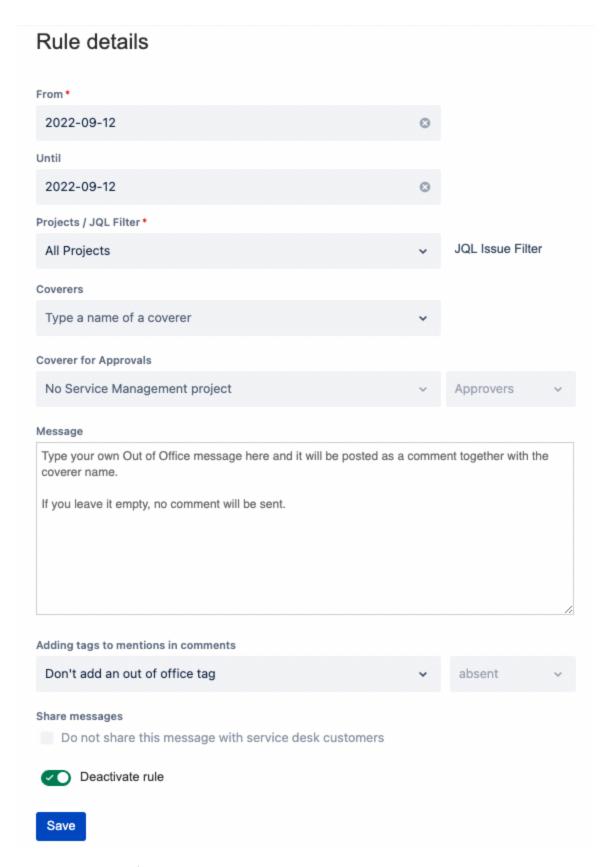
Keep Issues Flowing while your users are Out of the Office

Start Now

Video Introduction And Tutorial

Out-Of-Office Assistant consists of rules that:

- **send absence messages** when a Jira Software user, a Jira Work Management user, or a Jira Service Desk agent is assigned an issue during their time off.
- **reassign new issues automatically** to a delegate owner (coverer)
- **warn that a user who has been mentioned is on leave** or will be on leave soon.

Rule details

From *

2022-09-12

Until

2022-09-12

Projects / JQL Filter *

All Projects ⌄   JQL Issue Filter

Coverers

Type a name of a coverer ⌄

Coverer for Approvals

No Service Management project ⌄   Approvers ⌄

Message

Type your own Out of Office message here and it will be posted as a comment together with the coverer name.

If you leave it empty, no comment will be sent.

Adding tags to mentions in comments

Don't add an out of office tag ⌄   absent ⌄

Share messages

☐ Do not share this message with service desk customers

✓⭕ Deactivate rule

Save

Features & Benefits

- Out of Office rules that include an automated response message and a coverer (coverers are optional but we strongly recommend them).
- Use JQLs to define exactly which issues should be reassigned by each rule.
- Send Out of Office Messages also to Service Desk Customers.
- When a rule is created, already open issues can be delegated to coverers in bulk.
- Add coverers as watchers.

- Full view of scheduled leaves across your entire Jira instance.
- Use automation rules to assign to coverers also using customer comments as a trigger.
- Activate, modify or deactivate rules from Slack or Zapier.

Use Cases

- Define Out of the Office rules when traveling, or during sabbaticals, child care, sick leaves, etc.
- Create a permanent delegation structure for functional teams and organizations based on shifts.
- Team members who have been temporarily shifted to a different initiative can announce that their assignations won't be prioritized.
- Take sick days and spontaneously activate a rule from your phone using the Slack app.
- Managers can use JQLs to retrieve a comprehensive list of all the Jira issues with assignees who are out of the office.

Visit our App on the Marketplace

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