



## ANSWERS

end of week

EOW

close of  
business

COB

out of office

OOO

not applicable

N/A

to be  
determined

TBD

estimated time  
of arrival

ETA

paid time off

PTO

corporate  
social  
responsibility

CSR

not work  
related

NWR

regarding

RE:

full time  
equivalent

FTE

part time  
equivalent

PTE

strategic plan

SP

fiscal year

FY

human  
resources

HR

end of day

EOD