Recommended script for voicemail:

Hello, you've reached (first name, last name, position with Athabasca University). I am not available at the moment but will return your call. If you have an urgent need, please reach out to (colleague or group email alias that the person should connect with). I will return your call on (date of when you will be returning calls (if you're out of the office) or date range of service standard for returning calls for your team). Thanks.