

At Hurst Media we insist on a clean desk policy for any annual leave, this includes making sure you have conducted the following checklist:

☐ Inform your team, clients, and stakeholders well in advance of your leave, and ensure this has been approved on BrightHR.

☐ Make sure to clean your physical desk/workspace including any food in the fridge.

☐ Handover the below to the colleague assigned to cover your responsibilities in your absence:

☐ Proposals

☐ Contacts

☐ Disputes

☐ Ensure the CRM is up to date

☐ Set up an out-of-office email to inform clients and provide an alternative contact. Please use the below template:

*Hello,*

*Thank you for your email.*

*I am currently out of the office from [INSERT DATE] till [INSERT DATE] with limited access to emails and calls.*

*For sales related queries, please contact [sales@hurstmediacompany.co.uk](mailto:sales@hurstmediacompany.co.uk).*

*For production related queries (specs & deadlines) please contact [production@hurstmediacompany.co.uk](mailto:production@hurstmediacompany.co.uk).*

*For marketing related queries please contact [marketing@hurstmediacompany.co.uk](mailto:marketing@hurstmediacompany.co.uk).*

*For invoice/ payment related queries please contact [accounts@hurstmediacompany.co.uk](mailto:accounts@hurstmediacompany.co.uk).*

*For anything else please contact our Admin Team: [andreea@hurstmediacompany.co.uk](mailto:andreea@hurstmediacompany.co.uk), T: 020 3589 7831, M: 07955 439 263, or [bethan.thomas@hurstmediacompany.co.uk](mailto:bethan.thomas@hurstmediacompany.co.uk), T: 020 8158 2035, 07955 439 307.*

*Kind regards,*