

Priya Shah
Marketing Executive
Employer HR file

Date: 14 July 2026
Our Reference: HRR/D815C1DA
Document Type: HR record

Holiday Request Record

1. CASE SUMMARY

This record details the management of an annual leave request submitted by Priya Shah, Marketing Executive at HRHeaven QA Sample Employer.

The request covers the period from 18 May 2026 to 22 May 2026 inclusive.

The employer's provisional decision is to seek additional information before confirming the leave arrangements.

This document summarises the request, background information, considerations, provisional decision, reasoning, and planned follow-up actions related to this holiday request.

2. BACKGROUND

Priya Shah filed a request for annual leave spanning five working days, starting on Monday 18 May 2026 and concluding on Friday 22 May 2026.

As part of her submission, Priya has proposed a comprehensive handover plan to ensure continuity of work and minimise disruption during her absence.

The key elements of her proposed arrangements include preparing a full briefing slide deck, delegating on-site facilitation tasks to her colleague Alex, and recording a walkthrough video to support ongoing projects.

Furthermore, she plans to be available via Microsoft Teams on 20 May 2026 to answer questions and support operational matters.

Handover notes and the asset library relevant to her duties will be provided by 14 May 2026.

HR RECORD DETAILS

Employee
Priya Shah

Role
Marketing Executive

Case type
Manage Holiday Request

Reference
HRA-D815C1DA

KEY DATES

Completed
14 July 2026

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3. INFORMATION CONSIDERED

The leave type requested is annual leave as per company leave policies.

The requested dates are from 18 to 22 May 2026 inclusive.

The proposed handover arrangements include:

- Preparation of a detailed briefing slide deck by Priya Shah.
- Delegation of on-site facilitation responsibilities to colleague Alex for operational points.
- A recorded walkthrough video prepared by Priya to accompany handover documentation.
- Availability of Priya on Teams for Q&A on 20 May 2026.
- Provision of handover notes and asset library by 14 May 2026.

No further evidence, documentation or competing operational demands have been presented to date.

The managing HR and operational lead have noted that additional information or clarifications are required prior to making a definitive decision on the holiday request.

4. DECISION

At this stage, the employer has not approved or declined the leave request.

The decision is to seek more information and clarification regarding the proposed cover and handover arrangements and their practical sufficiency.

Further dialogue with Priya and involved colleagues is required before final confirmation or refusal of the holiday can be communicated.

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5. REASONS

The employer acknowledges Priya's proactive approach to managing her workload in her absence through comprehensive handover proposals.

However, the organisation requires confirmation that the proposed arrangements will adequately cover operational needs and ensure business continuity during the requested leave period.

Ensuring minimal disruption and maintaining service levels is essential, particularly where on-site facilitation and briefing responsibilities are involved.

The additional information sought is intended to validate that the delegation to colleague Alex and access to handover materials will be sufficient and appropriate.

No concerns regarding Priya's entitlement or eligibility for annual leave have been identified.

This cautious stance aligns with best practice to safeguard organisational effectiveness during employee absences.

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6. FOLLOW-UP ACTIONS

Arrange a meeting or correspondence with Priya Shah to clarify and confirm the specifics of the handover and cover arrangements, including Alex's availability and capacity.

Confirm completeness and accuracy of handover notes and asset library by the target date of 14 May 2026.

Issue a reminder about the planned holiday start date of 18 May 2026 and ensure all preparatory tasks are concluded before then.

Review the holiday request again after receipt of the required information and update the record accordingly.

Communicate the final decision to Priya in a timely manner once all relevant facts are ascertained.

Retain documentation of all communications for inclusion in Priya's personnel record.

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7. AUDIT INFORMATION

Holiday request initially logged on 14 July 2026.

Review scheduled and summary prepared on 14 July 2026.

Reminder for holiday start scheduled for 17 May 2026, noted as overdue at the time of this record (reflecting calendar oversight or system dates).

No evidence documents attached to this record; employer should confirm review of underlying sources if any are available before finalising.

This document has been prepared following HRHeaven structured HR intelligence protocols and reflects facts as supplied by HRHeaven QA Sample Employer.

Employer remains responsible for verification, policy compliance and final approval.

Next steps and recommendations are flagged for employer action and oversight.