

Oliver Hayes
Sales Account Manager
Employer HR file

Date: 14 July 2026
Our Reference: MLC/1B9BB9F5
Document Type: Checklist

Maternity Leave Planning Checklist

1. TASK

- Confirm employee's maternity leave request receipt date.
- Clarify and confirm maternity leave start date with employee.
- Request and review detailed client handover pack from employee.
- Allocate interim account ownership for the Sales Account Manager role.
- Confirm commission payment policy applicable during maternity leave.
- Setup payroll absence coding and update payroll calendar accordingly.
- Assess need for temporary contract to provide seasonal support during absence.
- Monitor and follow up on any additional information requests with employee.
- Schedule a maternity leave review meeting prior to leave start date.
- Record contact arrangements and review points during maternity leave period.
- Ensure all documentation related to the maternity leave process is complete and filed.

Follow-up Action Plan



CHECKLIST DETAILS

Employee
Oliver Hayes

Role
Sales Account Manager

Case type
Maternity Leave Process

Reference
HRA-1B9BB9F5



KEY DATES

Completed
14 July 2026

Action	Owner	Due Date	Evidence Required	Status
Review the maternity leave record and confirm it reflects the agreed facts.	HR	To be confirmed	Completion note or supporting evidence	Open
Review the maternity leave planning checklist and confirm it reflects the agreed facts.	HR	To be confirmed	Completion note or supporting evidence	Open
Maternity Leave Start is due on 04 May 2026.	HR	To be confirmed	Completion note or supporting evidence	Open
Record practical cover, contact and review arrangements for maternity leave.	HR	To be confirmed	Completion note or supporting evidence	Open
Review the Maternity Leave Process record for missing facts, evidence, follow-up ownership or review safeguards before completion.	HR	To be confirmed	Completion note or supporting evidence	Open
Review the completed documents for factual accuracy before issue or filing.	HR	To be confirmed	Completion note or supporting evidence	Open

Continued

Maternity Leave Planning Checklist

2. OWNER

HR Manager

HR Manager

Oliver Hayes / Sales Team

Sales Manager

Payroll Team

Payroll Team

HR Manager / Sales Manager

HR Manager

HR Manager

HR Manager / Line Manager

HR Manager

Continued
Maternity Leave Planning Checklist

3. PRIORITY

High

High

High

High

Medium

High

Medium

High

Medium

Medium

High

Continued

Maternity Leave Planning Checklist

4. DUE DATE

02 March 2026

04 May 2026

Prior to 04 May 2026

Prior to 04 May 2026

Prior to 04 May 2026

Prior to 04 May 2026

As soon as possible

14 July 2026 (review date)

Ongoing throughout leave

Ongoing throughout leave

14 July 2026

Continued

Maternity Leave Planning Checklist

5. EVIDENCE REQUIRED

Original maternity leave notice (from 02 March 2026).

Written confirmation of agreed maternity leave start date.

Detailed client handover pack document.

Confirmation document of interim account owner allocation.

Written policy confirmation on commission payments during absence.

Payroll records showing absence setup and calendar update.

Signed contract for any seasonal temporary support.

Correspondence requesting and receiving additional employee information.

Signed meeting minutes of review session.

Documented contact and review arrangements during leave.

Completed maternity leave process documentation, including employee communications.

Continued

Maternity Leave Planning Checklist

6. STATUS

Completed

Pending confirmation

Pending submission

Pending allocation

Pending policy review

Pending setup

Pending assessment

In progress

Scheduled

Ongoing

Pending completion

Continued

Maternity Leave Planning Checklist

7. COMPLETION NOTES

Maternity leave request received on 02 March 2026 and acknowledged.

Maternity leave start date proposed as 04 May 2026; pending final confirmation.

Awaiting submission of detailed client handover pack from Oliver.

Interim account owner to be allocated by Sales Manager; action outstanding.

Payroll team to confirm commission policy for maternity leave period.

Payroll absence setup and calendar update to be completed before leave start.

Evaluate need for temporary seasonal support contract; current assessment underway.

Additional information requested from employee to complete planning.

Review meeting scheduled for 14 July 2026 to ensure process alignment.

Regular contact and review plans to be maintained throughout leave.

Final review and completion of maternity leave documentation scheduled.