

Oliver Hayes
Sales Account Manager
Employer HR file

Date: 14 July 2026
Our Reference: MLR/1B9BB9F5
Document Type: HR record

Maternity Leave Record

1. CASE SUMMARY

Oliver Hayes, employed as a Sales Account Manager, submitted a request for maternity leave on 2 March 2026. The proposed start date for the maternity leave is 4 May 2026. The employer’s review of the request is ongoing, pending receipt of additional information to facilitate effective planning and compliance with applicable policies and legal requirements.

2. BACKGROUND

Oliver Hayes formally notified HRHeaven QA Sample Employer of the intention to take maternity leave on 2 March 2026. The start date suggested for the maternity leave is 4 May 2026, with preparations required to ensure smooth continuity of business operations during the absence. The maternity leave process is managed within the framework of employment laws and the employer’s maternity policy, with oversight by HR and the employee’s line management.

HR RECORD DETAILS

Employee
Oliver Hayes

Role
Sales Account Manager

Case type
Maternity Leave Process

Reference
HRA-1B9BB9F5

KEY DATES

Completed
14 July 2026

Continued**Maternity Leave Record****3. INFORMATION CONSIDERED**

The maternity leave request dated 2 March 2026 was the primary information reviewed. Additional contextual details from the employer include potential planning needs: the preparation of a detailed client handover pack, allocation of interim account ownership, confirmation of commission payment policies during leave, payroll absence setup, payroll calendar updates, and consideration for a temporary contract to provide seasonal support if required.

One piece of evidence was uploaded relating to the maternity leave notice, described as "Synthetic fixture evidence for sample generation" but containing no extracted text for detailed review. This evidence remains unreadable and must be manually reviewed by the employer for completeness and relevance before finalising records or decisions.

4. DECISION

As of the date of this record, the employer has not yet finalised the response to Oliver Hayes's maternity leave request. Further information is requested from the employee or relevant parties to confirm planning arrangements, notice validity, and eligibility before formal approval can be granted. The maternity leave start is approaching and requires timely resolution to ensure compliance and operational preparedness.

Continued

Maternity Leave Record**5. REASONS**

Additional information is essential to ensure all practical and legal considerations are addressed before confirming maternity leave arrangements. This includes clarifying the expected dates requiring operational planning, the precise leave periods or blocks, and confirming the employee's eligibility and notice compliance against statutory requirements and company policy.

The employer recognises the complexity and importance of managing maternity leave effectively to support both business continuity and employee rights. Given the identified gaps and evidence limitations, a cautious and informed approach is required to mitigate risk and maintain best practice.

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Maternity Leave Record

6. FOLLOW-UP ACTIONS

1. Obtain the missing information concerning expected key dates for maternity leave planning, eligibility confirmation, and leave period specifics from Oliver Hayes or his representatives.
2. Manually review the uploaded maternity leave notice file to understand its contents and confirm its relevance.
3. Confirm client handover pack preparation and allocation of interim account ownership to maintain sales operations during the absence.
4. Clarify commission payment policy application during leave and update payroll records and calendars accordingly.
5. Assess the requirement and arrange for temporary staffing support through a seasonal contract if necessary.
6. Assign accountability for each follow-up item to designated HR or line management personnel and establish a timetable to meet the maternity leave start date of 4 May 2026.
7. Seek specialist employment law advice to verify compliance with maternity leave entitlements and risk areas identified.

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Maternity Leave Record

7. AUDIT INFORMATION

Document reference: HRA-1B9BB9F5

Document creation date: 14 July 2026

Process status: In progress as of 14 July 2026

Evidence uploaded by Synthetic Sample Reviewer on 14 July 2026 (contains metadata only)

Maternity leave start date reminder was due 4 May 2026 and is currently overdue. The employer should prioritise completion of follow-up actions without delay.

Quality assurance reviewed by HR consultant for HRHeaven QA Sample Employer.

Note: All details to be verified by employer prior to filing in personnel records or issuance to the employee.