

Jade Morgan
Customer Support Analyst
Employer HR file

Date: 14 July 2026
Our Reference: PLR/2BD745EB
Document Type: HR record

Paternity Leave Record

1. CASE SUMMARY

This record summarises the paternity leave request made by Jade Morgan, a Customer Support Analyst, and details the employer's planning and response actions concerning the requested leave period commencing 27 April 2026.

2. BACKGROUND

Jade Morgan submitted a formal request for paternity leave on 23 April 2026, proposing to start her leave on 27 April 2026. This request relates to her entitlement around the birth of a child, recognised under the company's paternity leave provisions.

At the time of this record, the employer is actively preparing arrangements to accommodate Jade's planned absence to ensure business continuity and support Jade during her leave.

HR RECORD DETAILS

Employee
Jade Morgan

Role
Customer Support Analyst

Case type
Paternity Leave Process

Reference
HRA-2BD745EB

KEY DATES

Completed
14 July 2026

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3. INFORMATION CONSIDERED

The employer reviewed Jade's paternity leave notice dated 23 April 2026. The attached evidence file is a synthetic sample and has not been substantively reviewed due to lack of accessible extractable text.

Planning considerations include operational adjustments such as arranging morning shift swaps, updating the HR management system (HRMS), notifying Jade's team of temporary rota changes, and coordinating with the payroll provider to confirm pro rata payroll arrangements.

Two weeks of absence have been identified in the team calendar corresponding to the leave period starting 27 April 2026. The plan also involves maintaining regular weekly check-ins with Jade throughout her leave.

No further eligibility or notice details beyond the dates provided have been supplied to date.

4. DECISION

The employer acknowledges the paternity leave request from Jade Morgan and is progressing planning measures to accommodate her absence beginning 27 April 2026.

Full approval of the leave request is contingent upon final verification of eligibility and completion of all internal administrative arrangements, which remain ongoing.

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5. REASONS

The decision to proceed with the leave planning is based on the timely notice provided by Jade Morgan and the operational capacity to manage the temporary absence through shift swaps and rota changes.

Ensuring compliance with statutory and contractual obligations for paternity leave supports employee wellbeing and retention.

Ongoing coordination with payroll and team scheduling reflects the employer's commitment to seamless operational management during the leave period.

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6. FOLLOW-UP ACTIONS

Complete review and confirmation of Jade Morgan's eligibility for paternity leave, including validation of statutory requirements and contractual entitlements.

Finalise all shift swaps for the morning duties and ensure HRMS updates accurately reflect Jade's leave.

Notify the customer support team of temporary rota changes, ensuring clear communication and minimal disruption.

Confirm with the payroll provider the pro rata payment arrangements during Jade's absence.

Record the confirmed two-week paternity leave period in the team calendar to promote transparency and planning.

Maintain weekly contact with Jade Morgan throughout her leave period for support and any necessary updates.

Perform a final review of paternity leave arrangements prior to commencement date (27 April 2026).

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7. AUDIT INFORMATION

Paternity leave request received on 23 April 2026.

Planned leave start date: 27 April 2026.

Relevant evidence file: 'paternity-leave-notice-synthetic-sample.txt' uploaded on 14 July 2026 by Synthetic Sample Reviewer (metadata-only, no text extracted).

Planning status: In progress as at 14 July 2026.

Timeline entries: Paternity Leave Created (14 July 2026), Review scheduled (14 July 2026), Document preparation (14 July 2026).

Follow-up reminder for paternity leave start was set for 27 April 2026 and is currently overdue.

Employer advised to verify all facts, evidence, and compliance prior to final document issue or filing.

All content drafted adhering to the employer's supplied structured facts with no assumptions or inventions beyond provided information.