

Marcus Reed
IT Systems Engineer
Employer HR file

Date: 14 July 2026
Our Reference: SPLR/572ED19F
Document Type: HR record

Shared Parental Leave Record for Marcus Reed

1. CASE SUMMARY

Marcus Reed, employed as an IT Systems Engineer at HRHeaven QA Sample Employer, submitted a request for Shared Parental Leave (SPL) on 3rd March 2025. The proposed leave start date is 5th May 2025. This record documents the key facts, considerations, and planned next steps related to his SPL request.

2. BACKGROUND

Marcus Reed has made a formal request to utilise Shared Parental Leave commencing on 5th May 2025. The request was received on 3rd March 2025, allowing for appropriate notice and planning time.

The SPL process is being managed to ensure compliance with statutory obligations and internal policies while maintaining business continuity within the IT department.

HR RECORD DETAILS

Employee
Marcus Reed

Role
IT Systems Engineer

Case type
Shared Parental Leave Process

Reference
HRA-572ED19F

KEY DATES

Completed
14 July 2026

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3. INFORMATION CONSIDERED

The current employer response indicates that more information is needed before the SPL request can be fully approved and documented.

Planning requirements identified include arranging temporary cover for routine maintenance activities, organising a rota for on-call duties shared between two senior engineers, documenting clear escalation paths for issues arising during the leave period, and instructing the outsourced payroll provider regarding the SPL dates and associated statutory payments.

Additionally, confirmation is required regarding remote access permissions and a comprehensive handover checklist to ensure a smooth transition during Marcus's absence.

One piece of supporting evidence has been uploaded (file: shared-parental-leave-notice-synthetic-sample.txt), described as a synthetic sample for review purposes. The document lacks extractable text and therefore no substantive review could be conducted. Employers are advised to verify the contents of all supporting evidence directly before proceeding.

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4. DECISION

At this stage, no final decision has been made regarding approval of the Shared Parental Leave request. Further information and clarification must be obtained to ensure full compliance and effective planning.

The employer has identified outstanding data requirements critical to confirming SPL entitlement and operational arrangements, including the expected due or birth date, the current status of notice or declaration, intended leave blocks or pattern, and detailed cover/contact plans.

5. REASONS

The decision to pause the finalisation of the SPL request reflects the need to gather all relevant information to manage statutory and operational requirements effectively.

Ensuring appropriate cover and contact arrangements mitigates risks to the department's continuity of service during the employee's absence.

Verification of documentation and evidence is necessary to maintain compliance with UK employment law and internal policy standards.

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6. FOLLOW-UP ACTIONS

Obtain missing data points: expected due or birth date; notice or declaration status; requested leave pattern; cover and contact arrangements.

Review the uploaded SPL notice document manually to verify contents and compliance.

Develop and finalise a detailed cover plan inclusive of temporary resource allocation, on-call rota, escalation pathways, remote access permissions, and handover documentation.

Instruct payroll to implement statutory payment arrangements upon confirmation of SPL dates.

Assign ownership of these follow-up tasks within the HR or line management function and establish review dates to monitor progress.

Ensure all documentation and decisions are filed promptly within Marcus Reed's personnel records for audit and reference purposes.

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7. AUDIT INFORMATION

This record was created on 14 July 2026 in line with HRHeaven QA Sample Employer's procedural requirements for managing Shared Parental Leave requests.

The evidence file referenced is metadata-only with no extractable content and has not been substantively reviewed.

The risk assessment for this case is rated high (score 78), with recommendations to pause proceeding until all required information is collected and verified.

All actions taken and decisions pending will be retained as part of the employee's HR file, ensuring transparency and accountability. Further reviews should be diarised to ensure timely completion of this process.