

Asha Singh
Operations Manager
Employer HR file

Date:14 July 2026
Our Reference:FWRR/05FF1747
Document Type:HR record

Flexible Working Request Record

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CASE SUMMARY

This document summarises the review conducted on 30 April 2026 regarding Asha Singh's flexible working trial arrangement. The review assessed operational impact and gathered feedback to inform the ongoing consideration of her flexible working request.

The outcome at this stage is that additional information is required before a final decision can be reached. A further follow-up is scheduled for 30 May 2026 to revisit the matter.

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BACKGROUND

Asha Singh, Operations Manager, undertook a six-week trial of a flexible working arrangement as part of her formal request initiated within HRHeaven QA Sample Employer.

The trial aimed to assess the feasibility and business impact of her proposed flexible working pattern, focusing on operational coverage, team communication, and supplier responsiveness.

This record reflects the employer's review of the trial period activities and outcomes to help determine the next steps.

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HR RECORD DETAILS

Employee
Asha Singh

Role
Operations Manager

Case type
Flexible Working Request

Reference
HRA-05FF1747

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KEY DATES

Completed
14 July 2026

First review
30 April 2026

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3. INFORMATION CONSIDERED

The review held on 30 April 2026 included several elements:

- Assessment of the coverage matrix to determine if operational demands were met during the trial.
- Examination of site logs to verify attendance and work patterns.
- Collection of supervisor feedback, which was mixed, noting some positives as well as concerns.

Specific observations included:

- Two instances of missed morning briefings by Asha Singh.
- Slight slowing in supplier response times on days worked remotely, though generally manageable.

The evidence referenced includes a file named 'flexible-working-request-synthetic-sample.txt' uploaded on 14 July 2026; this has not been fully reviewed due to metadata-only availability and should be verified manually to confirm any relevant details for consideration.

4. DECISION

At this stage, the outcome is that more information and further monitoring are needed before a final determination on Asha Singh's flexible working request can be made.

No final approval or rejection has been issued.

A follow-up review is scheduled for 30 May 2026 to reassess the arrangement and consider any additional facts or impacts.

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5. REASONS

The mixed feedback from supervisors and the noted operational concerns, such as missed briefings and supplier response delays, warrant further evaluation.

The employer seeks to balance meeting business needs with supporting flexible working arrangements where practical.

Pending additional insights and observations during the extended review period, a clearer picture should emerge to inform a fair decision.

6. FOLLOW-UP ACTIONS

Schedule a detailed follow-up review on 30 May 2026 to evaluate ongoing impacts and gather further information.

Manually review the uploaded evidence file to extract any relevant information for decision-making.

Clarify and document the intended working pattern and start date as part of the ongoing assessment.

Engage relevant supervisors and team members to collect comprehensive feedback ahead of the next review.

Communicate with Asha Singh to update her on the review outcome and outline next steps, ensuring transparency and support.

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7. AUDIT INFORMATION

Review conducted on: 30 April 2026

Next scheduled review: 30 May 2026

Flexible working request reference: HRA-05FF1747

Employer: HRHeaven QA Sample Employer

Employee: Asha Singh, Operations Manager

Evidence reviewed: 'flexible-working-request-synthetic-sample.txt' (metadata-only; manual examination advised)

Document prepared by HRHeaven professional HR Actions drafting engine

Quality assurance applied with focus on accuracy, completeness, and compliance with UK HR standards.