

Aisha Karim
HR Business Partner
Employer HR file

Date: 14 July 2026
Our Reference: FAC/55F40CA9
Document Type: Checklist

Frequent Absence Review Checklist

1. EXECUTIVE SUMMARY

A review was conducted on 20 March 2025 concerning Aisha Karim’s frequent absences, specifically addressing short-notice absences since February 2025 and the impact on project delivery. Partial improvements were noted following agreed supportive measures; however, ongoing childcare unpredictability continues to affect attendance. A formal monitoring period of four weeks has been requested by the manager to assess further improvement. A follow-up review is scheduled for 17 April 2025 to evaluate progress and determine next steps.

CHECKLIST DETAILS

Employee
Aisha Karim

Role
HR Business Partner

Case type
Manage Frequent Absence

Reference
HRA-55F40CA9

KEY DATES

Completed
14 July 2026

First review
20 March 2025

Continued

Frequent Absence Review Checklist

2. CHECKLIST

Task: Review frequent absence details and update records

Owner: HR Business Partner

Priority: High

Due date: 17 April 2025

Evidence required: Review of attendance records, manager's notes on childcare impact and communication, support measures documentation

Status: In progress

Completion notes: Initial review held on 20 March 2025, partial improvement reported; formal monitoring ongoing.

Follow-up Action Plan

Action	Owner	Due Date	Evidence Required	Status
Review the frequent absence review record and confirm it reflects the agreed facts.	HR	20 March 2025	Completion note or supporting evidence	Open
Frequent Absence Review Follow-up is due on 17 April 2025.	HR	20 March 2025	Completion note or supporting evidence	Open
Record a clear owner and review point for the frequent absence review outcome.	HR	20 March 2025	Completion note or supporting evidence	Open
Review the Manage Frequent Absence record for missing facts, evidence, follow-up ownership or review safeguards before completion.	HR	20 March 2025	Completion note or supporting evidence	Open
Review the completed documents for factual accuracy before issue or filing.	HR	20 March 2025	Completion note or supporting evidence	Open
File the final documents in the employee's personnel record.	HR	20 March 2025	Completion note or supporting evidence	Open

Continued

Frequent Absence Review Checklist

3. OPERATIONAL CHECKLIST

Task: Confirm accuracy of absence records and manager's assessment for February 2025 to March 2025

Owner: HR Business Partner

Priority: High

Due date: 14 July 2026

Evidence required: Check attendance-record-synthetic-sample.txt for relevant information (review source document to confirm factual attendance data)

Status: Pending

Completion notes: Awaiting detailed review of attendance record file before finalising.

Continued

Frequent Absence Review Checklist

4. NEXT STEPS

Task: Conduct frequent absence review follow-up meeting

Owner: Manager and HR Business Partner

Priority: High

Due date: 17 April 2025

Evidence required: Updated attendance data and review notes from monitoring period

Status: Overdue

Completion notes: Meeting to assess further attendance improvements, childcare circumstances, and project impact.

Task: Review Manage Frequent Absence records for completeness and compliance

Owner: HR Department

Priority: Medium

Due date: 14 July 2026

Evidence required: Review all related documentation and ensure policy alignment

Status: Pending

Completion notes: To ensure final record accuracy and proper filing.

Task: File final documents in employee personnel file

Owner: HR Administrator

Priority: Medium

Due date: 14 July 2026

Evidence required: Completed checklist, review notes, attendance records

Status: Pending

Completion notes: Final documentation to be securely filed for ongoing reference.

Continued

Frequent Absence Review Checklist

5. AMENDMENT LOG

14 July 2026 – Checklist created and initial tasks documented following review on 20 March 2025.

Review of attendance-record-synthetic-sample.txt acknowledged but requires manual verification before completion.

Next follow-up scheduled for 17 April 2025 is noted as overdue and action required.