

Aisha Karim
HR Business Partner
Employer HR file

Date:14 July 2026
Our Reference:FAR/55F40CA9
Document Type:HR record

Frequent Absence Review Record

1. EXECUTIVE SUMMARY

This document summarises the frequent absence review held on 20 March 2025 for Aisha Karim, HR Business Partner at HRHeaven QA Sample Employer. The review assessed short-notice absenteeism since February 2025, evaluated previously agreed supportive measures, and considered the impact on project delivery. Partial improvement was noted, though challenges remain due to unpredictable childcare commitments. It was decided to continue with formal monitoring for a further four weeks, with a follow-up review scheduled for 17 April 2025.

2. CASE SUMMARY

On 20 March 2025, a follow-up absence review meeting took place regarding Aisha Karim's pattern of frequent short-notice absences since February 2025. This review aimed to evaluate the effectiveness of support arrangements, understand current attendance status, and review the operational impact on ongoing projects.

The outcome of the meeting was to continue formal monitoring of absences for another four weeks due to partial but insufficient improvement. The next review was set for 17 April 2025.

HR RECORD 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

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3. BACKGROUND

Aisha Karim, employed as an HR Business Partner, has experienced a pattern of frequent short-notice absences beginning in February 2025. The absences have been associated with childcare unpredictability, as communicated by Aisha during discussions with her manager.

Supportive measures were previously agreed to assist Aisha in managing her attendance and work commitments. These measures were aimed at accommodating her childcare responsibilities and minimising disruption to the team and projects.

4. INFORMATION CONSIDERED

The review considered absence records from February 2025 onward, highlighting short-notice absences affecting team availability and project deadlines. The most recent attendance record was provided as evidence labeled 'attendance-record-synthetic-sample.txt'; however, this file's content has not been examined in detail and should be reviewed by the employer for verification before relying on it.

Aisha reported partial improvement in managing absences but explained ongoing challenges with unpredictable childcare arrangements impacting her ability to attend work with prior notice.

The manager reflected on the operational impact of the absences, noting some disruption to project delivery, necessitating sustained monitoring to assess further progress.

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5. DECISION

Following consideration of all available information, it was agreed to continue formal monitoring of Aisha Karim's attendance for a further four weeks. This approach aims to provide additional opportunity for improvement under the existing supportive arrangements while managing the impact on business operations.

A follow-up review meeting is scheduled for 17 April 2025 to assess attendance developments and reconsider further action if necessary.

6. REASONS

Partial improvement was noted, demonstrating some positive response to support measures. However, the persistence of unpredictable childcare responsibilities continues to affect Aisha's ability to provide notice for absences.

Given the operational importance of consistent attendance in the HR Business Partner role, ongoing monitoring is justified to balance support with organisational needs.

The decision aligns with the principle of supporting employees while safeguarding delivery expectations and is subject to further review in April 2025.

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7. FOLLOW-UP ACTIONS

Continue formal monitoring of Aisha Karim's attendance for four weeks from 20 March 2025.

Manager to maintain regular communication with Aisha, encouraging early notification of any anticipated absences where possible.

Review and verify the attendance record file 'attendance-record-synthetic-sample.txt' to ensure completeness and accuracy of absence data prior to the next review.

Schedule and hold the follow-up absence review meeting on 17 April 2025 to evaluate progress and determine any further HR actions.

Document all developments and communications relating to this attendance monitoring in Aisha's HR file.

8. AUDIT INFORMATION

Review date: 20 March 2025

Next scheduled review: 17 April 2025

Review conducted by: Manager (name to be confirmed by employer)

Employee: Aisha Karim, HR Business Partner

Evidence referenced: Attendance record file 'attendance-record-synthetic-sample.txt' (not fully reviewed; recommended employer check)

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Prepared by: HRHeaven professional HR consultant drafting service

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9. AMENDMENT LOG

No amendments at this time. Any updates will be recorded with date, author, and summary of changes.