

Priya Kapoor
Finance Analyst
Employer HR file

Date: 14 July 2026
Our Reference: LTSR/2C199C15
Document Type: HR record

Long-Term Sickness Review Record

1. CASE SUMMARY

This document summarises the long-term sickness review meeting held on 02 April 2025 concerning Priya Kapoor, employed as a Finance Analyst. The review examined occupational health recommendations, current medical certification, pending work obligations, and assessed possibilities for a phased return to work. The case remains open with continuation of ongoing support and monitoring planned.

2. BACKGROUND

Priya Kapoor has been absent from work due to a long-term health condition. The employer has maintained regular contact and sought to support her recovery and explore options for returning to work. Medical advice from occupational health has been obtained to inform adjustments and phased return considerations. This review forms part of the structured management of her absence following employer procedures for long-term sickness.

Evidence Log

Evidence Item	Source	Date	Relevance	Reviewed By
long-term-abs	Synthetic Sample Reviewer	14 July 2026	Synthetic fixture evidence for sample generation.	Synthetic Sample Reviewer

HR RECORD DETAILS

Employee
Priya Kapoor

Role
Finance Analyst

Case type
Manage Long-Term Sickness

Reference
HRA-2C199C15

KEY DATES

Completed
14 July 2026

First review
02 April 2025

SUPPORT NOTE

Keep the record factual, avoid unnecessary medical detail and review any support or workplace adjustment actions with the employee.

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3. INFORMATION CONSIDERED

The review meeting on 02 April 2025 considered the following:

- Recommendations from occupational health regarding Priya's fitness for work and suggested adjustments.
- Current medical certification confirming ongoing absence and anticipated timelines.
- Analysis of outstanding month-end financial tasks within her role and coverage arrangements.
- Discussion of a proposed phased return to work at 60% capacity, incorporating adaptations such as reduced screen time and adjusted meeting participation to accommodate health needs.
- Temporary workload redistribution to other team members in the interim period.
- Scheduling of the next review to monitor progress and update plans accordingly.

4. DECISION

It was decided to continue with the current plan of support, maintaining ongoing monitoring and follow-up through the next scheduled review on 30 April 2025. No change to the absence status or adjustments is made at this stage, pending further medical updates and progress on the phased return proposal.

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5. REASONS

The decision reflects the need to balance supporting Priya's health recovery while preparing for a safe and sustainable return to work.

Continuation allows for further assessment of her condition and the effectiveness of proposed adjustments, adapting plans as necessary based on medical advice and workplace requirements.

Maintaining regular review supports compliance with absence management policies and demonstrates employer commitment to reasonable adjustments and employee welfare.

6. FOLLOW-UP ACTIONS

- Confirm arrangements for Priya's phased return at 60%, including agreed screen-time and meeting participation adjustments.
- Ensure temporary coverage of Priya's month-end tasks remains effective and communicated within the team.
- Schedule and conduct the next formal absence review meeting by 30 April 2025 to reassess her health status and return-to-work readiness.
- Continue liaison with occupational health for updated recommendations and certification review.
- Document all communications and adjustments related to this absence management case in Priya's personnel file for ongoing reference.

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7. AUDIT INFORMATION

This review record was prepared and finalised on 14 July 2026 by HRHeaven QA Sample Employer.

The review meeting took place on 02 April 2025.

Next follow-up is scheduled for 30 April 2025.

Evidence includes metadata from the file titled 'long-term-absence-record-synthetic-sample.txt' uploaded by Synthetic Sample Reviewer on 14 July 2026. The document consists solely of metadata with no extractable text and thus has not been substantively reviewed.

The employer is advised to verify the evidence source documents and ensure completeness and accuracy of relevant medical and occupational health records before filing or further action.

All efforts have been made to use the supplied structured facts without inclusion of medical detail or speculation, in compliance with employer instructions and UK HR best practice.