

Ethan Cole
Finance Business Partner
Employer HR file

Date: 14 July 2026
Our Reference: AR/D075D249
Document Type: HR record

Sickness Absence Record

1. CASE SUMMARY

Ethan Cole, Finance Business Partner based at the London head office finance team, has been absent due to illness starting on 10 March 2026. The absence is ongoing as of 14 July 2026, with an anticipated return date of 21 April 2026, subject to medical progress and further evidence. Ethan has reported severe back pain and is awaiting specialist consultation. The absence management action is led operationally by Sofia Grant with HR support.

Temporary work adjustments and task reallocations have been implemented to mitigate operational impact, particularly around month-end forecasting and audit liaison. Ethan has requested fortnightly check-ins by email, with the option to escalate to a call if his condition worsens.

A return-to-work meeting is planned to support his reintegration, with phased return arrangements under consideration once medically appropriate. Fit note submission is pending, to be followed up around 14 April 2026.

HR RECORD DETAILS

Employee
Ethan Cole

Role
Finance Business Partner

Case type
Sickness Absence Case

Reference
HRA-D075D249

KEY DATES

Completed
14 July 2026

Owner
Sofia Grant (acting operational owner); HR support by internal lead

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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2. BACKGROUND

Ethan Cole is a Finance Business Partner frequently liaising with client sites. He reported severe back pain which commenced on 10 March 2026, resulting in sickness absence. Ethan has informed management he is awaiting specialist advice and exploring physiotherapy as a treatment option.

The workplace context includes key deadlines such as month-end forecasting and ongoing audit preparations. Sofia Grant, acting as operational owner, highlighted that Ethan's absence has necessitated task redistribution and has raised concerns about meeting the audit timetable. Informal wellbeing check-ins by the line manager have been in place since the absence began.

Evidence Log

Evidence Item	Source	Date	Relevance	Reviewed By
fit-note-synthetic-sample.	Synthetic Sample Reviewer	14 July 2026	Synthetic fixture evidence for sample generation.	Synthetic Sample Reviewer

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3. INFORMATION CONSIDERED

Discussions with Ethan including his confirmation of medical condition and preferred contact arrangements.

Management observations from Sofia Grant regarding missed deadlines and the need to reallocate tasks.

Supporting documents reviewed include emails between Ethan and his manager, notes on task reallocations, and minutes from partner meetings addressing operational adjustments.

Company Sickness and Absence Guide (foundational version 2025) as the procedural framework used for absence management.

Fit note evidence is requested but pending; one fit note document has been uploaded but is metadata-only and has not been substantively reviewed.

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4. DECISION

To continue managing Ethan's absence in alignment with the Company Sickness and Absence Guide.

To maintain fortnightly email check-ins with the option for telephone contact if needed, ensuring Ethan feels supported during recovery.

To monitor the submission of a fit note by 14 April 2026 to maintain formal evidential records.

To implement and review temporary adjustments including reduced hours, remote administration on Fridays, and suspension of client site travel pending health improvements.

To plan for a phased return with an initial 50% workload over two weeks, subject to occupational health input and medical advice.

To organise a return-to-work meeting upon Ethan's return to assess fitness, discuss any necessary adjustments and plan his reintegration.

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5. REASONS

The continuing severity of Ethan's back pain and pending specialist consultation justify the ongoing absence and supportive contact plan.

Operational requirements related to finance team deadlines necessitate task reallocation to maintain service delivery with minimal disruption.

A formal fit note is required to ensure compliance with sickness absence procedures and to provide medical evidence to inform reasonable adjustments and return planning.

Temporary adjustments and phased return planning are necessary to accommodate Ethan's health needs and facilitate a sustainable reintegration.

Regular communication via agreed checks is intended to support wellbeing and minimise isolation during absence.

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6. FOLLOW-UP ACTIONS

Sofia Grant to coordinate with HR and partners to monitor fit note receipt and review on or before 14 April 2026.

Continue fortnightly email check-ins with Ethan, offering telephone contact if condition worsens or further support is needed.

Prepare for and conduct a return-to-work meeting when Ethan returns, documenting discussions and next steps.

Review and confirm implementation of temporary adjustments including reduced hours and remote working arrangements.

Monitor operational impact relating to month-end forecasting and audit liaison, adjusting resource allocation as needed.

Confirm any occupational health referrals where applicable to inform phased return and reasonable adjustment plans.

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7. **AUDIT INFORMATION**

Document prepared on 14 July 2026.

Reference: HRA-D075D249.

Action owner: Sofia Grant (acting operational owner) with internal HR support.

Fit note evidence uploaded but requires manual review prior to file confirmation.

Next scheduled review date: 14 April 2026 to assess fit note submission and ongoing support requirements.

Document to be issued as PDF by email.

Employer to verify fit note follow-up wording is supportive and that next-step responsibilities are clearly communicated to partners prior to final issuance.

8. **AMENDMENT CONTROL**

Any changes to the facts, decisions, actions, evidence, responsibilities or review dates should be agreed in writing and recorded as an amendment to this document.

Appendix A - Amendment Log

Amendment Date	Section Updated	Previous Position	Updated Position	Approved By