



ABSENTEEISM PROTOCOL

PLANIT ABSENTEEISM PROTOCOL

WHAT IF YOU FALL ILL?

Procedure for reporting in sick

If you fall ill, you should report in sick to Euro Planit before 9am and to your direct supervisor at the user company before the start of the working day.

- ▶ All NL personnel must report in sick to Gerard: 0575-555518
- ▶ All EU personnel must report in sick to Urszula: 06-23507397

Contactability and address while ill

If you fall ill, you should be contactable by Euro Planit so that we can find out how you are doing and what the expectations are in terms of your recovery. Therefore, when you report in sick you should also provide a telephone number on which you can be reached. If you are staying at a different address during your illness, please notify Euro Planit.

Home visit

It is important to us to know how you are doing if you are ill, so we will personally pay a home visit to you.

Payment of sick pay

The amount of your sickness benefit will be determined based on your daily wage. The daily wage will be calculated by the Employee Insurance Agency (UWV). Sick pay will be paid by Euro Planit per period (4 weeks).

The amount of sick pay depends on the type of contract you have with Euro Planit.

- ▶ *Agency work employment contract with agency clause:* If you have an agency work employment contract with agency clause, the contract will end automatically and immediately on the first day of illness. There is no entitlement to continued payment of wages because there is no longer an employment relationship. However, as a sick employee you will be entitled to a sickness benefit. A two-day waiting period applies, during which you will not be entitled to sick pay. You will be entitled to at least 70% of your wage while you are ill and at least the minimum wage in the 1st year of illness. As set out in the Collective Labour Agreement for Temporary Agency Workers operated by

the Dutch Federation of Private Employment Agencies (ABU), you will be entitled to the statutory sickness benefit. This amounts to 20% in the first year of illness and 10% in the second year.

- ▶ *Agency work employment contract without agency clause:* If you have an agency work employment contract without agency clause, you will be entitled to 100% sick pay during the term of the contract. A one-day waiting period applies, during which you will not be entitled to sick pay. If your contract with Euro Planit ends during your illness, you will be covered by the safety net scheme. In that situation it is important that you report to the UWV as soon as possible as it will pay your sickness benefit. You will be entitled to at least 70% of your wage while you are ill and at least the minimum wage in the 1st year of illness.

Your contract will clearly state whether you have a contract with or without this clause.

Health and safety service

Euro Planit has engaged 1-voud Werken & Gezondheid as its health and safety service. Through our health and safety service you will therefore receive an invitation to see the company doctor. Please note that an invitation to see the company doctor is not without obligation; you must attend this consultation. If you do not take up this invitation and you fail to attend the consultation, we will be obliged to pass on the costs of the consultation to you.

The Dutch Eligibility for Permanent Incapacity Benefit (Restrictions) Act

The Dutch Eligibility for Permanent Incapacity Benefit (Restrictions) Act (Wet Verbetering Poortwachter) has been drawn up to reduce the number of employees on long-term sick leave. This law obliges the employer and the employee to work together to ensure that the sick employee can return to work as quickly and as responsibly as possible. This law sets out the obligations for the employer and the employee. We expect you as the employee to take an active approach and to use your initiative in this mandatory re-integration process, with the ultimate goal of returning to work.

PROCEDURE

UNDER THE DUTCH ELIGIBILITY FOR PERMANENT INCAPACITY BENEFIT (RESTRICTIONS) ACT

Day 1:

You report in sick to Euro Planit and to your supervisor at the company where you are working in accordance with the above procedure. Euro Planit will inform the health and safety service 1-voud Werken & Gezondheid that you have reported in sick. The health and safety service 1-voud Werken & Gezondheid will contact you to discuss with you the nature of your sickness report and the expectations.

Week 6:

If you have been ill for six weeks, you will be summoned to see the company doctor, who must produce a problem analysis. This sets out why the employee cannot work, what the possibilities for recovery are and when the employee is expected to be able to return to work.

Week 8:

Within eight weeks of the sickness report or no later than two weeks after the problem analysis, the employer will draw up an Action Plan in consultation with the employee. This plan will set out the efforts that the employer and the employee will make so that the employee can return to work. The Action Plan is part of the re-integration file.

Regular progress:

The employee and the employer should get together once every six weeks to discuss progress. They may decide in the interim to adapt the Action Plan. The employer is responsible for ensuring that the company doctor has regular contact with the employee over the course of the employee's incapacity for work.

Week 42:

In week 42, the employer must report the 1st-year evaluation of the illness to the UWV.

Week 50:

Before the employee proceeds to the 2nd year of illness, the employee and the employer must go through everything again in detail. Is there anything else we can do together to get you back to work?

20 months:

If you have still not resumed work fully after 20 months, you will receive an application form from the UWV in the 87th week for a benefit under the Work and Income (Capacity for Work) Act (WIA). Please note that you must return this form to the UWV within three weeks. Soon after that, the UWV will review the re-integration report and a WIA assessment will be performed.

More information about the Dutch Eligibility for Permanent Incapacity Benefit (Restrictions) Act can be found at:

<https://www.arboportaal.nl/onderwerpen/wet-verbetering-poortwachter>