

# Sickness absence regulations

## Reporting sickness absence

When you are ill, please report this to the organisation you are working for *and* to Keser Interim Solutions BV via telephone number +31 (0)88-6488 912, before your actual working day starts. If you fall ill at work and are no longer fit to continue your work, you are to report this to your manager of the organisation you are working for *and* to Keser Interim Solutions BV. Sickness absence reports not coming directly from the person actually being ill, are not accepted, unless there is a good reason for this.

## ReFit

Keser Interim Solutions BV is supported by ReFit when it comes to the supervision of absenteeism and reintegration.

## Staying at home

ReFit will contact you right after receiving your sickness absence report, for instance by means of a telephone call or a house call. You can also expect a notice to see the company doctor, for which you need to remain stand by. You are obliged to stay at home until 18.00 in order to make contact and house calls possible. When you stay at a different address, you need to inform ReFit about this right away by telephone. After the first inspection new agreements will be made with respect to the obligation to stay at home.

## Contactability

A sick employee will be contacted on a regular basis. You will do all you can to contribute to your own recovery. With reference to the Dutch law 'Improved Gatekeeper Act' it is important to remain in close contact and consultation with each other.

## Company doctor's appointment

It goes without saying that you obey the company doctor's call to come to see him. If you are absolutely incapable of doing so or when you have resumed work again, please notify ReFit about this not later than 24 hours before commencement of the appointment. If you neglect to do so ReFit will be forced to charge the consultation costs to you. You are entitled to contact ReFit of your own accord.

## Stick to one's word

To make the supervision process run as expeditiously and smoothly as possible we expect you to stick to your word when it comes to agreements made.

## Staying abroad

When you fall ill during your holiday abroad, you are obliged to comply with the same rules that apply for a sickness absence report in the Netherlands. You are to report sickness absence to Keser Interim Solutions BV and you must seek medical guidance at the proper national insurance authorities of the country you are visiting. Upon arriving home you are to report to ReFit immediately. Of course you are to keep all the medical information regarding your incapacity for work and place it at ReFit's disposal. If you wish to go abroad during sickness absence, you must inform ReFit about this on a timely basis. You need to do this two weeks in advance.

## Recovery

As soon as you have recovered you are to report this to Keser Interim Solutions BV *and* ReFit right away. You are not required to wait for permission to go back to work or to look for another job. There is also the possibility of resuming your work on a part-time basis or performing other work (temporarily). For the remaining hours of sick leave you are expected to abide by the rules as stated in these sickness absence regulations.

### **Sickness benefit**

The first sick day is observed as a qualifying day for sickness benefit and therefore an unpaid working day. Keser Interim Solutions BV remits sickness benefit to you for as long as your employment contract is in force. In the first year this amounts to 90% of the daily wage and in the second year this amounts to 80% of the daily wage. All changes that may have consequences for your sickness benefit should be reported by you to Keser Interim Solutions BV. If you do not abide by the rules this may influence your sickness benefit.

### **Activities aimed at resuming work**

When you are ill, we expect you to do all you can to recover, so that you can resume work soonest possible. Your other activities may not hinder your recovery.

### **Privacy**

Close attention will be paid to carefully handling privacy-sensitive data. UWV, ReFit and Keser of course will observe all regulations under the terms of the Dutch Personal Data Protection Act.

### **ReFit**

ReFit can be reached on +31 (0)88-3365555, on working days from 8.30 to 17.30.

For further questions you can contact Keser Interim Solutions BV on +31 (0)88-6488988.