

Protocol Sickness absence Flex Workers with a secondment contract (*detacheren*)

General

Exactpi is supported by 'JA-Groep Arbo Verzuimmanagement' for all matters concerning sickness absence.

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They support Exactpi in helping people function better and easier within the work organisation. The sickness reporting procedure as it applies to Exactpi is the sickness reporting procedure as prescribed by the statutory provisions in the Law 'Wet Verbetering Poortwachter'. Every employee must comply with this procedure.

Notification

If you are unable to work due to illness, you are obliged to inform Exactpi and the principal where you are employed personally by telephone before 9 am on the first day of sickness. You should state the nature of the absence, the estimated duration of the absence and your (recuperation) address and telephone number. These data are passed on to the JA-Groep. Please note: Exactpi can decide to withhold leave hours in the event of late sickness reporting.

Staying home

After reporting sick you must stay at home between 08.30 and 17.30 hours until recovery or until a check by 'de JA-Groep' has taken place. You are only allowed to leave the (recuperation) address for:

- visiting your general practitioner
- visiting the occupational physician of 'de JA-Groep'
- resuming work
- with the permission of Exactpi or the occupational physician.

If you are temporarily absent from your nursing address, you must inform Exactpi. If you are absent without valid reason and therefore 'de JA-Groep' is unable to perform a check, these costs will be charged to you.

Correct address

If you move or temporarily reside elsewhere during your absence period or change your recuperation address (for example when you are admitted to or discharged from a hospital or other institution), you should immediately report this to Exactpi. If you have a different nursing address, this must also be reported.

Sickness during holidays

In the event of reporting sickness during your holiday, you must state your whereabouts, telephone number and details of the attending physician. If you fall ill during holidays, these are considered as not taken holidays, provided that they are reported on time and in the correct manner and after a medical certificate has been issued. If you are abroad during your absence period, you must report this immediately, but no later than one day of absence, by telephone to Exactpi. You should also contact a doctor to assess the sickness. Immediately after returning home you are obliged to submit a statement from this doctor, this should include the first day of the absence and the reason for this.

Staying abroad

If you become ill during your holiday abroad, the same rules apply as when you report absence due to sickness in the Netherlands. You must report sickness to Exactpi in accordance with the above procedure of reporting absence due to sickness. When you return home, you immediately report to Exactpi by telephone. If you want to go abroad during illness, you must report this to Exactpi at least two weeks in advance. Going abroad should not be an impediment to recovery and/or reintegration.

Consult your doctor

It is in your own interest that you consult your doctor within a reasonable period of time and follow the instructions of your doctor.

Make a visit possible

The occupational physician must be able to reach you personally. To this end, it is necessary that you can be reached by telephone as well as giving them the opportunity to visit you at your home or at your (recuperation) address.

Attend surgery

You must respond to a call to appear at the occupational physician's or specialist's surgery appointed by Exactpi. If you have a valid reason for not attending (for example hospitalization or resuming work on the day of the surgery appointment), you must report this immediately to Exactpi and 'de JA-Groep'.

Medical examination

You are obliged to cooperate with medical research by or on behalf of the occupational physician, if after consultation with the general practitioner such research is required.

Do not impede healing

During illness you must do what can reasonably be expected of you to reintegrate and/or recover. The terms of the Law 'Wet Verbetering Poortwachter' will apply. Your activities must not impede healing.

Providing information to the employer

Taking into account what is covered by medical professional confidentiality, JA-Groep will pass on relevant information to the employer. This includes, for example, data that have led to the assessment and guidance not being possible due to the actions of the employee involved. De JA-Groep observes all terms of the Personal Data Protection Act.

Sanctions

If de JA-Groep detects a violation of the aforementioned inspection regulations, Exactpi will be informed about this. In case of violation of the terms of these regulations, Exactpi is entitled to impose (financial) sanctions.

Report recovery

As soon as you are able to resume work, you will have to do this. You do not have to await instruction to do so. Reporting your recovery must be done before 9:00 am on the day you resume work, to Exactpi.