

Protocol Sickness absence Flex Workers with a temporary employment contract (*uitzenden*)

General

Exactpi is supported by FlexCom4 (024-3741666) for all matters concerning sickness absence. On behalf of Exactpi FlexCom4 is responsible for the absence administration, absenteeism and the implementation of the 'Ziektewet' (Sickness Benefits Act) within the context of the 'Wet Eigen Risicodragers Ziektewet' (Risk Bearer Sickness Benefit) and payment of the sick pay for flex workers with a temporary employment contract who worked at Exactpi at the time of reporting their absence. Ofcourse FlexCom4 will comply with the terms of the Personal Data Protection Act.

Notification

If you are unable to work due to illness, you are obliged to inform Exactpi and the client where you are employed personally by telephone, no later than 9.00 am on the first day of illness. You should state the nature of the absence and the estimated duration of the absence, the address and telephone number of where you will be staying during your recuperation. This data is passed on to FlexCom4.

Please note: Exactpi can decide to withhold leave hours in the event of late sickness reporting.

Staying at home

After reporting sick you must stay at home between 08.30 and 17.30 hours until recovery or until a check by FlexCom4 has taken place. You are only allowed to leave the (recuperation) address for:

- visiting your general practitioner,
- visiting the case manager of FlexCom4
- resuming work
- with the permission of the management of Exactpi or the case manager of FlexCom4.

If you are temporarily absent at your nursing address, you should report this to FlexCom4 at all times.

Correct address

If you move or temporarily reside elsewhere during your absence period or change your nursing address (for example when you are admitted to or discharged from a hospital or other institution), you should report this immediately to FlexCom4. If there is a different recuperation address, this must also be reported to Exactpi.

Sickness during holidays

In the event of reporting sick 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 holidays not taken, provided this is reported on time and in the correct manner and after a medical certificate has been issued. If you want to stay abroad for longer during your sick leave, you should ask FlexCom4 for permission.

Staying abroad

If you become ill during your holiday abroad, the same rules apply as when you report sick in the Netherlands. You must report to Exactpi in accordance with the above procedure for reporting sickness. When you return home, you immediately report to Exactpi by telephone and to the FlexCom4 case manager. If you want to go abroad during your absence, you must report this to Exactpi and the Case Manager of FlexCom4 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 see your doctor within a reasonable period of time and follow the instructions of your doctor.

Make a visit possible

The case manager of FlexCom4 must be able to contact you in person. Therefore it is necessary that you can be reached by telephone as well as giving them the opportunity to visit you in your home or at your nursing address.

Attend surgery

You have to respond to a call to appear at the FlexCom4 consultation hour. If you have a valid reason for not attending (for example hospitalization or resuming work on the surgery day), you must report this immediately to FlexCom4. If you do not cancel your appointment (at least 24 hours in advance), the costs will be charged to you.

Medical examination

You are obliged to cooperate with medical research by or on behalf of the case manager of FlexCom4, 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 make reintegration and/or recovery possible. Terms of the Law 'Wet Verbetering Poortwachter' will apply. Your activities should not impede healing.

Providing information to the employer

Taking into account what is covered by professional medical confidentiality, FlexCom4 will pass on relevant non-medical information to the employer.

Sickness benefit

You have two waiting days for which no sickness benefit is paid. Within four weeks after receipt of reporting absence due to sickness and in case of proven incapacity for work, FlexCom4 will send the sickness benefit to you on a weekly basis. The amount of the sickness benefit is based on the average daily wage of 1 year prior to reporting absence due to sickness. This wage data is obtained from the policy administration of the UWV. Any changes that may affect your sick pay should be reported immediately to FlexCom4. If you do not comply with the rules, this may have consequences for the payment of the sickness benefit.

Other

You are obliged to provide FlexCom4 with all information at the request of FlexCom4 so that the entitlement to sickness benefit (and the amount thereof) can be determined. You grant permission for the provision and exchange of (personal) data to FlexCom4 and the other institutions involved in the implementation of the Sickness Benefits Act. You are obliged to repay FlexCom4 to FlexCom4 when too much or the wrong amount is paid out at the first request of FlexCom4 (which also expressly means settlement of the sickness benefit to be paid).

Sanctions

If FlexCom4 detects a violation of the aforementioned inspection requirements or if the employee does not comply with the agreements made with FlexCom4, Exactpi will be informed about this. Exactpi is entitled to impose sanctions in case of violation of the terms of these regulations.

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, on Exactpi and FlexCom4.

Exceptions

If a flex worker reports absence due to pregnancy and childbirth, WAZO leave, organ donation or disability: supervision and provision of sickness benefits in these cases are carried out by the UWV and therefore not by FlexCom4.