

The sick leave regulations with agency clause

Logistic Team is self-insured. This means that your sick leave report will not be forwarded to UWV (Employee Insurance Agency); instead, Logistic Team is responsible. Logistic Team has outsourced the implementation of sickness benefits to Acture. They are responsible for sick leave administration, sick leave management and monitoring and reintegration into (suitable) work.

Sick leave report

You must report sick leave in person before commencing work by sending a **text message** to the emergency line of Looije Verpakkingen, at telephone number: **06-10913082**. In your **text message** you mention: your name, the company you work for and the starting time.

Then you report sick ***in person** by calling Logistic Team, **between 8:00am and latest 9:30am**, on phone number: **0174-503379**.

If you get sick during working hours, report to your direct manager in person, and when you arrive at home, you call Logistic Team. Logistic Team will process your sick leave report to Acture.

Already left the company and sick within four weeks?

Have you already left your job when you get sick within 4 weeks? In that case, you must notify your (former) employer of this health condition on the first day you are sick.

Staying at home

Acture will contact you within two days of reporting sick, in the form of a telephone conversation and a digital questionnaire. You can also expect to be called to the company doctor's surgery, for which you must be available. Unless you are visiting a GP or doctor or you do adjusted work, you are expected to stay at home between 8 a.m. and 6 p.m. until you have made first contact with Acture in order to enable communication and/or visits. If you are staying at a different address, you must report this immediately to both Acture and Logistic Team. If and to the extent that you are not available, in violation of the above requirements, this will have consequences for your sickness benefit.

Availability

In order to determine the right to sick pay and to proceed with payment of sick pay, insight into sick leave is necessary. There will be regular contact with Acture and Logistic Team. You must be available both by phone and email. You are required to do everything you can to promote swift and full recovery. In connection with the Wet Verbetering Poortwachter, (Gatekeeper Improvement Act), it is important to have intensive contact and consultation.

Company doctor/Acture surgery hours

Naturally, you comply with a call from the company doctor or Acture requesting you to appear at the consultation. If you are absolutely unable to do so, or if you have already returned to work, you must inform Acture accordingly at least 48 hours before the appointment. If you fail to appear or appear late without prior notification, this may have consequences for your sickness benefit.

You also have the right to contact the company doctor independently. In the event of a stay abroad, you must cooperate with the request to provide your company doctor or occupational health and safety service with your medical information/treatment plan, in Dutch or English and in due time and due order.

Second opinion by company doctor

If you have any doubts about the correctness of the advice given by the company doctor regarding the sick leave counselling, you can indicate this to him/her, giving your reasons, and you can ask for a second opinion from another company doctor. The first company doctor initiates the second opinion, unless he/she has compelling arguments for not doing so. In that case, the company doctor will tell you what these arguments are.

Agreements are binding

The employer expects you to comply with the agreements made between you and the employer, the company doctor and Acture in the context of sick leave and sick leave counselling.

Activities aimed at return to work

During your sick leave period, you must follow all the advice given by your medical practitioner, company doctor and case manager aimed at reintegrating you into your own job or suitable work. Any other activities must not hinder your reintegration.

Expert opinion at the UWV

When organising reintegration, Acture follows the advice of the company doctor. If you do not agree with the way in which Acture handles this advice and/or shapes the reintegration process, you can request an expert opinion from UWV. UWV will then assess whether Acture is fulfilling all its reintegration obligations. The outcome of an Expert opinion is not legally binding. However, Acture's case managers take the outcome into account in the follow-up and development of the file. The costs of the expert opinion are charged to the applicant. In consultation, deviations are possible.

Recovery

As soon as you are better, you should report this immediately to your employer Logistic Team and Acture. You don't have to wait for permission to go to work or to look for other work. With a contract in Phase 1 and 2, you leave work on sick leave. Upon recovery, we will prepare a new contract for you. You may be able to partially return to work or do other substitute work. For the remaining hours for which you are entitled to sick pay, you must comply with the rules in these regulations.

Staying abroad

If you fall ill during your holiday abroad and you do not want these sick days to count as holidays, at least the same rules apply as when you report sick in the Netherlands. It is important that you can properly substantiate your sick leave report during the holiday. It is important to have a medical certificate from an accredited medical authority in Dutch or English. The medical statement includes the date, diagnosis and your treatment. Even during your stay abroad, it is important to be available by phone and digitally. If you are able to report full recovery during your holiday, you must inform Acture and Logistic Team accordingly without delay. When you return home, you report immediately to Acture by telephone. Based on the information provided, Acture assesses your previous health condition and whether the days you were sick are actually classed as sick leave, rather than vacation days taken. If you do not comply with the above agreements, this will have consequences for your sickness benefit.

On vacation during sick leave

If you wish to go on holiday during sick leave, you must inform Acture and Logistic Team accordingly in writing at least two weeks in advance. Your case manager can then discuss and assess your plans in consultation with the company doctor. Acture reminds you that you must also comply with all obligations arising from the Sickness Benefits Act during a stay abroad. Going abroad should not hinder your recovery. If you go on holiday in the Netherlands and you continue to meet your re-integration obligation, you must inform your case manager of your residential address no later than 48 hours beforehand. Acture checks your compliance with your obligations. If you go on holiday and fail to report it or report it too late, this will have consequences for your sickness benefit. Also, remember to submit your holiday request in the usual way that is customary with your employer. During your sick leave, you still accrue vacation days. On the other hand, if you go on vacation or if you become ill during your vacation, you take vacation days.

Sick pay

You may have 1 or 2 qualification days for which no sick pay is paid. Qualification days are not an issue if you are on sick leave again within a period of four weeks and qualification days were

already taken into account when you first reported sick. Acture pays out sick pay. You will receive sick pay four to six weeks after reporting sick. The amount of sick pay is based on your daily wage. The daily wage is calculated in accordance with the Employee Insurance Daily Wage Decree. This payment also includes the holiday allowance. All changes that may affect your sick pay must be reported immediately to Acture and your employer. If you do not comply with these rules, this may have consequences for your sickness benefit.

Privacy

Due care in processing privacy-sensitive data will be assured and Acture respects the General Data Protection Regulation (AVG) at all times. Acture is assisted by certified occupational physicians in the counselling, claims assessment and reintegration process.

*** Direct personal telephone call to report to Logistic Team:
Text messages or whatsapp notifications will not be accepted as valid notifications.**

*** Of course you can ask your employer Logistic Team or Acture any questions you may have**