Step-by-step plan for the employee

The sick leave process at Richting

Day 1

Reporting sick

Your employer will immediately report your sick leave to the occupational health and safety service (arbodienst), which in your case is Richting. The case manager will contact your supervisor to determine whether the sick leave is expected to be short-term or long-term. If long term sick leave is expected, the case manager will contact you for an intake. If applicable, an appointment will be scheduled with a practitioner from Richting.

1

Week 6-13

Drafting the problem analysis

In the event of illness, an appointment with a company doctor will be scheduled no later than week six of your sick leave. The company doctor will determine your current work capabilities and record them in a problem analysis. If it is expected that you can fully resume your own work within 13 weeks, an appointment and a formal problem analysis are not mandatory. In that case, the case manager will continue to monitor your reintegration. If necessary, an appointment with a practitioner can still be scheduled.

2

Every 4-6 weeks

Evaluation with employer/supervisor

Every 4 to 6 weeks, you will discuss your progress and the status of your reintegration with your employer. Any new agreements will be recorded in a periodical evaluation form.

Week 8-14

3

Drafting the action plan

No later than two weeks after the company doctor has completed the problem analysis, you and your employer will jointly draft an action plan. You will outline the steps for the coming period based on the advice of the company doctor. In this plan, you and your employer will agree on contact moments, the return to your original role and your shared vision for the process.

Every 4-8 weeks

Follow-up appointment with a practitioner from Richting

Throughout the reintegration process, the case manager maintains contact with both you and your employer to monitor progress. Depending on your situation, you will also have periodic appointments with a practitioner from Richting.

Week 42

4

Notification to the UWV

In week 42, your (in)capacity for work is reported to the UWV (Employee Insurance Agency). This document can be submitted by your employer via the UWV online portal or by Richting.

Week 42-52

5

Work capacity profile and labor expert assessment

The company doctor will draft a work capacity profile (inzetbaarheidsprofiel) to outline your functional and medical capabilities. If necessary and only with your explicit consent, information may be requested from your health care provider.

Additionally, the company doctor will advise whether a labor expert assessment (arbeidsdeskundig onderzoek) is required. This occurs if there is doubt about whether you can fully return to your own position within 15 months. The labor expert will then assess if returning to your current role is feasible or if a suitable alternative must be found.

richting

Week 52 — 6

First-year evaluation

If you have not yet fully returned to work, you and your employer will evaluate your progress by the end of the first year of sick leave at the latest. Together, you will draft the first-year evaluation (eerstejaarsevaluatie) of your progress..

7

Week 52-104

Second track re-integration process (Spoor 2-traject)

If returning to your own position or another role with your current employer is not possible, the occupational expert will advise a second track re-integration process. In this second track, you will explore opportunities for a sustainable position with a different employer. Often, a "dual-track approach" (first and second track) is chosen: you continue reintegrating with your current employer while simultaneously searching for work outside the organization. During this process, you will continue to attend medical appointments and stay in touch with your case manager.

Week 88

Preparing the WIA application

You will receive a letter from the UWV stating the deadline for applying your WIA application (Work and Income according to labor capacity act). Together with your employer, you will gather all the documents necessary for the application. Please visit the UWV website for more information regarding WIA.

8

9

Week 88-90

Summary assessment (actueel oordeel)

Following a follow-up appointment, the company doctor will draft the summary assessment and compile the medical information covering the past two years. Due to privacy legislation, the case manager will send the medical information directly to you only.

10

Week 91

Final evaluation

Together with your employer, you will draft the final evaluation. You will use the summary assessment of the company doctor as the starting point for this document.

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Week 93

Submitting the WIA application

Please note: you are responsible for sending the WIA application and the medical information from the company doctor to the UWV yourself. This can be done online via the UWV website (using your DigiD) or by registered mail.

Other reintegration documents, such as the problem analysis and the action plan, are submitted in coordination with your employer. At your request, the employer can also send these documents to the UWV online. Ensure this is done no later than one day after you have applied for the WIA benefit yourself.

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From week 104 onward

Future of employment

After 104 weeks of sick leave, your employer's legal obligation to continue wage payments ends. From this point forward, your income situation will change and you will transition to a benefit from the UWV, usually the WIA benefit. It is important to know that you must take action yourself if the UWV's decision-making process takes longer than planned. In that case, you must apply for an advance payment from the UWV to prevent a temporary loss of income.

As soon as the final WIA decision (WIA-beschikking) is received, you and your employer will discuss the future of your employment. Together, you will review the possibilities within the organization. This could mean remaining employed in your original (adapted) position or finding another suitable role. If there are no further opportunities within the organization, it may be decided by mutual agreement to terminate the employment contract.