Step-by-step plan for the employer

The sick leave process at Richting

Day 1

Reporting your employee's sick leave

When your employee reports sick, you notify Richting. Our case manager will contact you to determine whether the absence is likely to be short-term or long-term. In the event of long-term sick leave, an intake will follow and a consultation may be scheduled.

1

Week 6-13

Drafting the problem analysis

If the employee is expected to fully resume in their own work within 13 weeks, a problem analysis is not required and the case manager will guide the reintegration process. If the sick leave is expected to last longer than 13 weeks, the company doctor will assess the employee's capabilities and limitations during a consultation. This information is recorded in the problem analysis, which serves as the foundation for the reintegration action plan.

2

Week 8-14

3

Drafting the action plan

Within two weeks of the problem analysis being completed, but no later than the eighth week of sick leave, you and your employee must draft an action plan. In this plan, you record agreements regarding contact moments and reintegration into original or adjusted duties.

Every 4-6 weeks

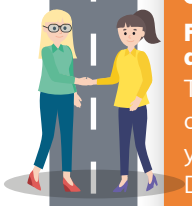
Evaluation with your employee

You will regularly discuss the progress of the reintegration and record any new agreements in a periodical evaluation form.

Periodically

Follow-up appointment with a practitioner from Richting

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



4

Week 42

Notification to the UWV

In week 42, you must report the employee's long-term (partial) incapability for work to the UWV (Employee Insurance Agency). This can be done via their online portal or arranged by Richting.

Week 42-52

5

Work capacity profile and labor expert assessment

If returning to the employees' current role is not possible or is not expected to be achieved within 15 months, the company doctor will draft a work capacity profile (inzetbaarheids-profiel) and determine if a labor expert assessment (arbeidsdeskundig onderzoek) is necessary. This assessment determines whether the employee can return to their current role (Track 1) and/or requires an alternative second track reintegration process.

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Week 52 6

First-year evaluation
Together with your employee, you will draft a first-year evaluation (eerstejaarsevaluatie) to discuss progress and plans for further reintegration.

7

Week 52-104

Second track re-integration process (Spoor 2-traject)
Reintegration continues during the second year of sick leave. Depending on the situation, this is conducted via first track (employee's current role/internal) and/or second track (another job with a different employer). The case manager and practitioner from Richting continue to monitor reintegration and you will continue to evaluate progress with the employee regularly.

Week 88

Preparing the WIA application
Both you and your employee will receive a letter from the UWV stating the deadline for the WIA application (Work and Income according to labor capacity act). You will assist in gathering the required documentation.

8

Week 91 9

Final evaluation
Based on the summary assessment by the company doctor, you and your employee will draft a final evaluation of the reintegration process.

Week 93 10

Submitting the WIA application
It is time to submit the WIA application. Your employee sends the application and medical information to the UWV, either by mail or online using DigiD. Reintegration documents, such as the problem analysis and action plan, can also be submitted fully digitally. This must be done no later than one day after the application.

11 **Week 104**

Assessment of the WIA application by the UWV
The UWV assesses your employee's WIA application. Your employee will have interviews with a UWV doctor and potentially a UWV labor expert. A decision regarding WIA benefits* will follow within eight weeks. The UWV will inform your employee by letter. As the employer, you will receive a copy of this correspondence.

* Note: Due to significant backlogs at the UWV, decision-making currently often takes longer. In the meantime, employees usually receive an advance on their benefits after 104 weeks to prevent loss of income.

After week 104 12

Conclusion of the sick leave process
After 104 weeks, your obligation to continue wage payments as an employer ends. Once you have received the WIA decision (WIA-beschikking), you can discuss the future of the employment contract with your employee.