



SICKNESS ABSENCE RULES

EasyStaff is a self-insurer under the terms of the Sickness Benefits Act [Ziektewet]. On behalf of EasyStaff, Acture BV ensures the fulfilment of all legal obligations arising from self-insurance under the terms of the Sickness Benefits Act. EasyStaff has commissioned Acture to provide services relating to the administration of sickness absence, assessment of claims under the terms of the Sickness Benefits Act, reintegration into the workplace and establishment of the daily wage. Compliance with the Personal Data Protection Act [Wet Bescherming Persoonsgegevens] is ensured at all times. Acture is supported by an occupational health service in dealing with the guidance, assessment of claims and reintegration.

Sickness reports

If you fall ill, you must report this personally before the start of work, by 9 am at the latest on the day of illness, to the company in which the work would have been carried out and to *EasyStaff*. If you fall ill at work and cannot continue with your work, you must notify *EasyStaff* and your direct line manager in the company in which the work is carried out. Sickness reports which are not submitted personally by the individual concerned will not be accepted, unless there are good reasons why this has occurred. The final sickness report is processed once Acture has been contacted to establish the nature and severity of the illness.

Staying at home

An Acture employee will try to contact you by telephone or will make a home visit. You can also expect to receive a call to arrange an appointment to see the company doctor, for which you must make yourself available. Until the initial contact with Acture has been made, you are obliged to stay at home between 8am and 6pm so that this contact and/or visit can be made. Acture may further oblige you to remain at home for a maximum period of two weeks after the initial contact has been made. This obligation will then apply until 10 am and between 12.00 and 2.30 pm. If you are staying at a different address, you must notify the Acture case manager by telephone immediately. You must always contact the Acture case manager to obtain permission to leave the address where you are convalescing at specific times. If you cannot be contacted you will not be eligible to receive sickness benefit.

Availability

Details of the sickness absence are vital in order to ensure that the entitlement to sickness benefit can be established promptly so that payments can then be made. Sick agency staff will be contacted on a regular basis. You must do all you can to help the recovery process. A call inviting you to visit the company doctor of our occupational health service must also be acted upon immediately. In accordance with the Eligibility for Permanent Incapacity Benefit (Restrictions) Act [*Wet Verbetering Poortwachter*], it is important to maintain close contact and consultation.

Company doctor

You must of course respond to a call from the company doctor to attend the surgery. If it is totally impossible for you to do so, or if you have already returned to work, you must notify the occupational health service and the Acture case manager at least 24 hours before the time of the appointment. If you fail to do so, Acture will still have to pay the costs for the medical consultation. These costs will then be passed on to you. You are also entitled to contact the occupational health service independently.

Stick to the agreements

Acture expects you to abide by the agreements made.

Holidaying abroad

If you fall ill while holidaying abroad, the same rules apply as when reporting sick in the Netherlands. You must notify *EasyStaff* of your illness in accordance with the sickness reporting procedure outlined above. The sickness report will not be processed until Acture has been contacted to establish the nature and severity of the illness. You must remain available to be contacted both by telephone and in person. When you return home, you must notify the Acture case manager immediately. In addition, leave days will not be reimbursed unless you are admitted to a hospital or clinic. If you fail to comply with the above conditions, you will forfeit any right to make a claim under the terms of the Sickness Benefits Act and the costs incurred in assessing your claim will be charged to you. If you intend to travel abroad while you are ill, you must obtain Acture's prior written permission. The request must be submitted to the Acture case manager at least two weeks in advance.

Recovery

You must notify *EasyStaff* and the Acture case manager as soon as you have recovered. You do not have to wait for permission to return to work or to look for other work. You may also resume part of your work or carry out alternative work. You must comply with the terms of these sickness absence rules with regard to the remaining hours which you can then still claim under the terms of the Sickness Benefits Act.

Sickness benefit

There will be two qualifying days during which no sickness benefit is paid. Four weeks after receiving your sickness report, Acture will pay you your sickness benefit on a weekly basis. The amount of your sickness benefit is based on your average daily wage over one year preceding the sickness report. Your wage data will be obtained from the policy administration of the UWV (Employee Insurance Schemes Implementing Body). You must notify the Acture case manager immediately of any changes that might affect your sickness benefit. Your sickness benefit may be affected if you do not follow the rules.

Activities aimed at resumption of work

If you are ill, you must do all you can to make a recovery so that you can return to work as quickly as possible. You must not engage in any activities that could hinder your recovery.

Privacy

Sensitive personal data will always be handled with care. The occupational health service will not disclose any medical data without having consulted with you.

The above provisions are subject to the rules governing compliance with the Sickness Benefits Act as set out in the Sickness Benefits Act Control Regulations Act 2004 [*Wet Controlevoorschriften Ziektewet 2004*].

Acture

The Acture case managers can be contacted on: **024-8909470**

Signature employee:

Date:

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Name employee:

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