

# UNIVERSITY OF TWENTE.

## UT absenteeism and reintegration guideline – student assistants

The university is committed to the sustainable employability of its employees. However, it can happen that you drop out due to illness. Then it is important that you know what is expected of you. This guideline describes the most important topics related to absenteeism.

If you are ill and are therefore unable to perform your own work, you are entitled to continued payment of salary for a maximum of 104 weeks in accordance with the Collective Labour Agreement NU (Article 4 of the Sickness and Disability Regulations for Dutch Universities (ZANU)). You only have this right if you comply with the regulations that apply in the situation in which you are unsuitable for your own position due to a medical cause. As an employer, the university also has obligations. These regulations and obligations arise from the Gatekeeper Improvement Act, the Procedure Regulations for the First and Second Year of Illness, the Policy Rules for the Assessment Framework for Gatekeepers, the Working Conditions Act, the WIA Act, the privacy legislation and the Collective Labour Agreement NU (ZANU).

### The rules

#### 1. Sick? Report this to your supervisor and via [studentjobs@utwente.nl](mailto:studentjobs@utwente.nl)

On the first day of absence, you must report sick to your supervisor in person by telephone before the start of normal working hours, but no later than before 9:00 a.m. If necessary, leave a number where you can be reached so that your supervisor can contact you. Also report your illness to HR Services, via [studentjobs@utwente.nl](mailto:studentjobs@utwente.nl).

Are you unable to call in sick in person (e.g. due to an accident or hospitalization)? Then ask someone close to you to do this for you.

If you fall ill during working hours, please report in person to your supervisor or the secretariat of the department/faculty/service and to [studentjobs@utwente.nl](mailto:studentjobs@utwente.nl).

An employee of HR Services acts as a case manager and will be your contact person during illness.

When reporting sick, your supervisor/case manager may ask:

- how you are;
- when you think you can go back to work;
- where, when and how to reach you;
- to ongoing appointments and activities that need to be transferred;
- the possibility of recovering costs from a third party, for example in the event of an accident.

When reporting sick, a supervisor/case manager is not allowed to ask what exactly you have, why you are sick and what you are going to do about it. Of course, you can tell this on your own initiative. If you do this, the manager is not allowed to record this information in the online absence tracking system.

#### 2. Be available!

Make sure you are easily accessible to your case manager during an absence period.

#### 3. Keep in touch

It is important that you have regular contact with your case manager during an absence period and that you remain involved in the work and the organization as much as possible. Make agreements about this with your case manager, even if reintegration is not yet on the agenda.

## 4. The occupational health and safety service

If you have been ill for 6 weeks and you are not expected to recover in the short term, your case manager will request a consultation with the occupational health and safety service for you.

The company doctor/employability coach will look at your capacity and assess whether your treatment is adequate and effective, advise you and your case manager and, where possible, give a prognosis for resumption of work. In consultation with you, the company doctor will request medical information from a practitioner if necessary.

Throughout the reintegration process, you will be in regular contact with the company doctor/employability coach. Sometimes a 3-session session (company doctor/employability coach, employee and case manager) is useful.

In connection with your privacy, the company doctor/employability coach is not allowed to share medical information with the university (manager, HR). Medical information includes information about diagnosis and treatment.

## 5. Reintegration

Reintegration is done in consultation with your employer. This requires a positive, active attitude and some flexibility on both sides. That is why we expect you to show initiative and think about possibilities to return to work. It is important that you actively work on recovery, do not engage in activities that could hinder this and, together with your case manager, give practical substance to the advice of the company doctor/coach Work in Health. The approach: make use of the possibilities you do have.

The primary focus is on returning to your own position. In the first instance, all reintegration efforts are focused on this. This is an ongoing process in which you and your case manager continue to investigate whether this is possible. It is possible that you will temporarily do other work (adapted work or other suitable work) as part of your reintegration. Even then, the goal remains to return to your own position.

The company doctor/coach work in health advises on the pace and method of reintegration. He/she also advises on interventions that can contribute to a sustainable return to work. These recommendations are recorded in consultation reports. You will receive a copy of these reports.

Are you unable to carry out your own work due to illness, but according to the company doctor/work and health coach, can you perform other work (adapted own work or other suitable work)? Then look at how you can organize this together with your case manager.

The process during reintegration is supported by and made transparent in a number of mandatory documents. Together, these documents form (the core of) the reintegration report (RIV). For more information, see the appendix Documents 1st and 2nd years of illness.

### Expert opinion

Is your reintegration stalled and are you unable to reach an agreement with the university? Then you can ask the UWV to provide an independent and expert opinion on the situation. The university can also ask the UWV to assess the reintegration efforts. You can find more information about the Expert Opinion on the UWV website.

## 7. Restored? Inform your supervisor and [studentjobs@utwente.nl](mailto:studentjobs@utwente.nl)

You will resume your own work as soon as you are able to do so. Have you fully or partially recovered? If so, please inform your supervisor personally and via [studentjobs@utwente.nl](mailto:studentjobs@utwente.nl). Full recovery is when you can perform your own job with all the associated tasks and responsibilities again without restrictions and sustainably. Partial recovery occurs when you are able to perform your own work again in terms of content and results at full wage value, but are still limited in hours.

In consultation with your supervisor/case manager, you can always resume work on your own initiative, unless the company doctor explicitly advises you not to do so yet. This will not be determined by your GP or a practitioner. However, the company doctor will contact a practitioner if necessary.

## 8. Sanctions

In the event of absenteeism due to illness, you are obliged to comply with the (statutory) regulations. Failure to do so may have consequences. As an employer, the university can impose a sanction. For example, in the event of insufficient cooperation, the salary payment can be stopped. A persistent lack of cooperation can even constitute grounds for dismissal.