

Absenteeism Regulations without an Agency Clause

Your employer has delegated the implementation of the Sickness Benefits Act to 100 Present verzuimmanagement BV. They organise absence registration, absenteeism monitoring and supervision and reintegration to (suitable) work. The General Data Protection Regulation (GDPR) is observed at all times. 100 Present is assisted by qualified company doctors in its supervision, claim assessment and reintegration.

Reporting ill

If you are ill, you must **personally** notify your direct superior of the company where you are working **by telephone*** before the start of the work. You must also **personally** notify your employer **by telephone** before 09.30 am. If you fall ill during work and can no longer work, you must notify both your employer and the direct superior of the company where you are working. In conclusion, you must make sure to report ill via verzuim.100present.nl/portaal/cpa. You must at all times report ill personally, unless you are unable to do so.

Have you left service and fallen ill within four weeks?

If you have left service and you fall ill within four weeks after the end of the employment, you must report ill with your (former) employer on the first day of illness. In addition, you must report your illness via verzuim.100present.nl/portaal/cpa.

Staying at home

100 Present will contact you by telephone or through a home visit within two working days after you have reported ill. You may moreover receive a call to visit the company doctor for which you need to be available. Except in the event that you have to visit a GP or another physician or are performing suitable work, you are supposed to stay at home between 8 am and 6 pm until the first contact with 100 Present has taken place to enable such contact and/or visit. If you are staying at another address, you must immediately notify 100 Present by telephone. If and to the extent you are not available in violation of the above provisions, this will affect your sickness benefits.

Communication

In order to swiftly determine the entitlement to sickness benefits and to pay the sick pay, knowledge of the developments in the absenteeism will be required. There will be regular communication with 100 Present. You must be available both by telephone and by e-mail. You must make every effort to work on your recovery. In relation to the 'Wet Verbetering Poortwachter' (Eligibility for Permanent Invalidation Benefit (Restrictions) Act), intensive communication and consultation must be facilitated.

Doctor's consultations/100 Present

You must obviously respond to a call from the company doctor or 100 Present to visit the consultation hour. If you are not in any way able to do this, or if you are back at work, you must notify 100 Present at least 48 hours before the start of the consultation. In the event that you do not show up or arrive late at the consultation hour without prior notification, this will affect your sickness benefits. You furthermore have the right to contact the company doctor independently. In case you are staying abroad, you must comply with the request to timely provide your medical details/treatment plan in Dutch, English or German to the company doctor or occupational health and safety service.

Second opinion at company doctor

If you have doubts about the opinion given by the company doctor regarding the absenteeism supervision, you can let him/her know stating reasons and ask for a second opinion from another company doctor. The first company doctor will initiate the second opinion, unless he/she has serious arguments not to do so. In that case, the company doctor will inform you of the arguments.

* Direct personal telephone notification.

Notifications by text message or WhatsApp are not accepted as legally valid.



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Agreements must be observed

The employer presumes that you will comply with the agreements made with you by the employer, the company doctor and 100 Present under the terms of absenteeism and absenteeism supervision.

Activities aimed at resumption of work

During your incapacity for work, you must follow all advice from your practitioner, company doctor and case manager aimed at your reintegration to your own or to suitable work. Your other activities must not impede your reintegration.

Recovery

As soon as you have recovered, you must immediately notify your employer, your direct supervisor and 100 Present of your recovery. You do not have to wait for permission to go to work or to find another job. It is moreover possible for you to partially resume your activities or perform other replacement activities. You must comply with the rules in these regulations with regard to the other hours for which you are entitled to sick pay.

Expert opinion at the UWV (Employee Insurance Agency)

In setting up the reintegration procedure, 100 Present acts on the company doctor's opinion. If you do not agree with the way in which 100 Present deals with this opinion and/or the procedure of the reintegration, you may request an expert opinion from the UWV. The UWV will then assess whether 100 Present meets all reintegration obligations. The outcome of an Expert opinion is not legally binding, but the case managers of 100 Present will take the outcome into consideration in the follow-up to the case-file and its development. The costs of the expert opinion are borne by the applicant, which provision may be differed from in consultation.

Staying abroad

If you fall ill during your holiday abroad and you do not want these days to count as holidays, the same rules apply at least as for reporting ill in the Netherlands. You have to make sure you can properly substantiate your sickness report during the holiday. It is therefore important that you have a medical certificate from a recognised medical authority in Dutch, English or German. The medical certificate must contain the date, diagnosis and treatment. It is also important that you will be available by telephone during your stay abroad. In case you can be reported recovered during your holiday, you must immediately notify your employer and 100 Present. When you return home, you must immediately report to 100 Present by telephone. Based on the information provided, 100 Present assesses your incapacity for work and whether sick days are regarded as sick leave instead of holidays taken. Failure to fulfil the above agreements will affect your sickness benefits.



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On holiday during illness

If you want to go on holiday during illness, you must notify 100 Present in writing at least two weeks in advance. Your case manager will discuss and assess your plans in consultation with the company doctor. 100 Present reminds you that you must moreover comply with all obligations arising from the Sickness Benefits Act during a stay abroad. Your departure abroad must not impede your recovery.

If you go on holidays in the Netherlands and continue to meet your reintegration obligation, you must inform your case manager at least 48 hours in advance of your residential address. 100 Present will verify that you comply with your duties. If you go on holidays and do not report this or report this late, it will affect your sickness benefits.

In addition, you must submit your holiday application in accordance with the procedure commonly applied at your employer. Holidays are accumulated during your illness. You are, however, required to take holidays when you go on holidays or in case you fall ill during your holidays.

Sickness benefits

You may have one or two waiting days for which no sickness benefit is paid. Waiting days are not applicable if you become occupationally disabled again within a period of four weeks and waiting days have already been allowed for in the initial notification of sickness.

Your employer pays your sickness benefits. You will receive at least 70% of your last-earned salary in the first year in accordance with the applicable collective labour agreement. After one year of illness you will receive 70% of your last-earned wage. 100 Present must immediately be notified of any changes that may affect your sick pay. Failure to comply with these rules will affect your sickness benefits.

Privacy

Privacy-sensitive data will be handled with all due care and 100 Present shall observe the General Data Protection Regulation (GDPR) at all times. Please refer to the website www.100present.nl for our privacy regulations and complaints procedure.

Feel free to contact your employer or 100 Present (088-37 44 520) for any questions.

Read by: _____

Signature: _____

