

Protocol Sickness Absence

This protocol describes the rules of conduct that apply at the University of the Arts, The Hague with regard to sickness and disability. The rules of conduct are in accordance with the statutory provisions, such as the Working Conditions Act (Arbowet) and the Permanent Invalidity Benefit (Restrictions) Act (WVP), the Collective Agreement for Higher Professional Education (HBO) and the HBO Sickness and Disability Scheme (ZAHBO).

1. Introduction

The University of the Arts, The Hague endeavours to create the best possible working conditions for students, teachers and members of the staff attached to the university. Work and study are organised in such a way that as a rule unacceptable risks are out of the question. Avoidable sickness absence and disability are prevented as much as possible. All members of staff at the university are deemed to carry out their work in such a way that no damage to health arises which could have been avoided. The university has entered into an agreement with the safety, health and welfare service Arbodienst Sterq for guidance and advice in the domain of corporate health care. The company doctor from Sterq is Mr Roland van Straaten.

2. Reporting sick

If as a result of sickness you are unable to work you have to report this on the first day of your sickness before 9 a.m. by telephone to the reception of the faculty where you work:

Royal Academy of Art: 070-31 54 777

Royal Conservatoire: 070-31 51 515

If you work in the afternoon or evening you can report sick by telephoning the reception of the faculty where you work at least 1.5 hours before you were due to begin work. Teaching staff also report sick by email to their superior indicating how long they expect to be ill. Non-teaching staff also report sick by telephone to their superior.

3. Reporting sick during a holiday

If you become ill during your holiday you should report this as soon as possible as described above. Do not forget to give the address where you are recuperating. If the leave scheme for non-teaching staff applies to you the holidays you missed will only be compensated if you submit a doctor's certificate. The certificate should indicate the first day of sickness, the nature of the sickness (whether or not it is work-related) and/or whether treatment has commenced. Reporting sick in retrospect is not accepted.

4. Points of attention during sickness

- For the speediest possible recovery it is important for you to see your doctor/GP within a reasonable period of time and for you to strictly follow the doctor's/GP's instructions;
- After you have reported sick you must make sure that you can be reached by telephone, even when you undertake activities at the advice of the doctor treating you.
- If during the period of disability you move house, stay temporarily elsewhere or change the address where you are being cared for (for example by admission to or discharge from a hospital), you have to report this to the university.
- If you wish to go on holiday while you are ill you can only do so as long as there is no medical objection and the holiday will not impair the recovery process according to the university doctor. This also applies to partial disability. If you come under the leave scheme for non-teaching personnel, the holiday days will be deducted from the remaining leave.

5. University doctor's surgery

After reporting sick you may be asked to come to the university doctor's surgery. This will be done by the university within two weeks of successive sickness absence. You are obliged to comply with this request. You must inform the university doctor truthfully about the nature and cause of your sickness. You will cooperate in a medical examination by or commissioned by the university doctor. After the surgery visit the university doctor will make a written recommendation to the university. You will receive a copy of the recommendation. If need be a follow-up appointment with the university doctor may take place at the university's initiative or your own initiative.

6. Frequent sickness absence

Frequent sickness absence as a rule is defined as three or more instances of reporting sick within a period of 6 months. Frequent sickness absence is in the first instance reason for an interview with your superior to ascertain whether the sickness absence has a work-related cause. After this you may be called up for an appointment with the university doctor.

7. Reintegration

You are expected to actively cooperate in your recovery. Your superior and the Personnel and Organisation Department (P&O) will keep in touch with you about the course of your illness. If long-term sickness absence is a risk the university will keep track of this in a reintegration file. All the data relating to the course of the illness and the reintegration activities will be recorded in this file. P&O will manage the reintegration file and monitor the progress of the reintegration.

It will be ascertained in close consultation with you, your superior, the university doctor and P&O what opportunities there are for you to (gradually) resume your work. You are expected to cooperate in implementing the recommendations of the university doctor and accepting the reintegration activities and (temporary) suitable work offered to you by the university (not necessarily your own work). The appendix to this protocol indicates the steps in the reintegration process in greater detail. The provisions from the ZAHBO are applicable here.

8. Reporting recovery and resumption of work

As soon as you have recovered partially or in full you can resume your work partially or in full in consultation with your superior but you need not wait for an order or permission. If you start working again (part-time) you can report this by telephone to the reception of the faculty where you work. In the case of long-term disability the university may stipulate that first of all the advice of the university doctor needs to be given before work can be resumed. This is in any event required if disability for work has lasted for more than one year.

9. File management

The interviews with the university doctor are strictly confidential. Information about your medical condition may only be requested from others with your permission. The university doctor has his/her own medical file. The university has no right to see this. All data of the university doctor come under the privacy legislation and under the professional confidentiality code. The reintegration file in the case of long-term sickness is managed by P&O.

10. Social Medical Meeting

Once every quarter a Social Medical Meeting takes place in the presence of the university doctor, the faculty directors and the head of P&O. The points dealt with are:

- a. long-term cases of illness, frequent absenteeism and imminent sickness absence situations in order to coordinate the desired approach and the role of the different parties involved;
- b. matters in the field of health and welfare that go beyond individual cases;
- c. sickness absence figures and analysis.

The central participation council is informed of the subjects referred to under b. and c.

11. Working conditions surgery

If you have health complaints or questions about any health risks during your work you may make an appointment at your own initiative with the university doctor. The idea behind the surgery is to prevent sickness absence. The surgery may give rise to advice, further tests, appropriate guidance or the taking of measures at the work station. If you wish to avail yourself of the facilities of the surgery you can send an email to r.vanstraaten@sterg.nl. The university doctor will then get in touch with you within 24 hours to make an appointment.

12. Complaints

If you have any complaints relating to the functioning of the university doctor you should discuss this in the first instance with the university doctor. If that fails to resolve the problem then you can report your complaint to P&O. The complaint will then be put on the agenda of the Social Medical Meeting.

Decided by the Board of Governors, 8 June 2012

Appendix to the Sickness Absence Protocol

Re-integration trajectory in accordance with the Eligibility for Permanent Invalidation Benefit (Restrictions) Act (WVP)

The Eligibility for Permanent Invalidation Benefit (Restrictions) Act is designed to prevent disability for work and to limit the intake into the WIA (Work and Income according to the Labour Capacity Act). The WVP describes the trajectory that the employer and employee in the event of sickness absence must follow and the steps that have to be taken.

Day 1	Reporting sick	The employee reports sick to the employer on the first day of absence.
Week 1 to week 6	Reporting to the Safety Health and Welfare Service	The employer reports the sickness absence to the safety, health and welfare service. The latter supports and advises the employer and employee in the process of reintegration. The employee as a rule is invited to the surgery of the university doctor from the safety, health and welfare service. The commuting allowance stops after four weeks successive sickness absence.
Week 6	Problem analysis	The university doctor draws up an analysis of the problem and a recommendation on the possibilities for recovery and reintegration. The analysis serves as the basis for the action plan for the reintegration.
Week 8	Action plan	Employer and employee agree on the activities as part of the recovery and resumption of work and record these in the action plan. The action plan is regularly reviewed and if necessary updated. A case manager is designated to monitor progress with the reintegration trajectory and to keep the reintegration file up to date. The reintegration file contains all of the agreements, actions and documents relating to the reintegration trajectory.
Week 42	Reporting in the 42nd week	The employer reports the sick employee to the UWV (Employee Insurance Schemes Implementing Body).
Week 52	First year review	At the end of the first year of sickness the reintegration efforts are reviewed and the prospects for the coming period discussed. New agreements are made and updated in the action plan. In the second year of illness the salary is reduced by 30%.
Week 87 tot week 91	Application WIA	The Employee Insurance Schemes Implementing Body sends the employee the application form for a payment under the WIA, (Work and income according to labour capacity act). The employer and employee draw up the reintegration report that has to accompany the WIA application. The information from the reintegration file is the basis for the reintegration report. The university doctor provides the medical part of the reintegration report. The employee applies for the WIA benefit through the UWV.
Week 91 to	Assessment of the WIA-	The UWV determines the degree of disability of the employee. In assessing

week 104	application	the application the UWV ascertains whether the employer and the employee have complied with their legal obligations regarding the reintegration report and whether they have made sufficient efforts for recovery, work resumption and the search for suitable work. If the UWV is of the opinion that the obligations have not been met or insufficient effort has been made, the UWV can refuse or reduce the WIA benefit and/or determine that the employer must continue paying the wage.
Week 104	End of continued wage payment obligation of the employer	Depending on the assessment of the UWV, after two years of sickness employees are awarded a WIA payment and the employer's obligation to continue paying wage terminates.