

## Payingit Sickness Absence Regulations

Payingit ensures compliance with all statutory obligations arising from the Gatekeeper Improvement Act (Wet Verbetering Poortwachter) in cases of sickness absence. This Act was introduced with the aim of ensuring that sick employees return to work as quickly as possible. The Act requires both employer and employee, together with a company doctor, to make joint efforts for the reintegration of the employee concerned. The underlying principle is that early and effective intervention shortens the duration of sickness absence.

These sickness absence regulations outline your rights and obligations. Please read these regulations carefully so that you are aware of your rights and duties in the event of sickness absence.

### 1. Sick During Employment

#### 1.1 Reporting Sick

If you are ill, you must report this personally and directly on your first day of illness before 09:30 to the Absence Department of Payingit and to your contact person at the client company. We register your sick report as of the date you report sick to us before 09:30. We do not accept sick reports with retroactive effect\*. On the second day of illness, you must report sick again to Payingit by phone before 09:30. On the fourth day of illness, the employee must contact Payingit by phone to provide an update. Payingit may choose to arrange a home visit. You are required to stay at home from Monday to Friday between 08:00 and 18:00 to make this visit possible. If you are staying at a different (nursing) address, you must report this to Payingit immediately when reporting sick. *\* If you can prove that you were sick but could not provide the sick leave notification in time due to valid reasons, the sick leave notification will be assessed by the case manager.*

#### 1.2 Recovery Notification

As soon as you have recovered, you must report this to the Payingit Absence Department and to your contact person at the hiring company, regardless of whether you were scheduled to work that day. You may report yourself as recovered provided that your work activities are not detrimental to your recovery.

#### 1.3 Availability and Cooperation

You must do everything reasonably possible to cooperate in your recovery and must not engage in activities that could hinder your recovery. In the event of (long-term) sickness absence, you are required to consult a doctor. You must inform the React2U case manager of any time you are not at home due to a medical appointment so this can be taken into account.

#### 1.4 Occupational Health Service

Our occupational health service, React2U, is responsible for sick employees of Payingit. Monitoring of the sickness absence process takes place in close cooperation between Payingit, the hiring companies, the occupational health service, and its company doctors.

#### 1.5 Company Doctor

If you are summoned for an appointment with the company doctor, you are required to attend. If you are unable to attend the appointment, you must contact the Payingit Absence Department **at least 48 hours prior** to the appointment. Failure to attend the company doctor's appointment without notice or without a valid reason (repeatedly) may have consequences for the amount and/or duration of your

sickness benefit. If you wish to contact the company doctor, you must report this to the React2U case manager so that an appointment can be scheduled.

### **1.6 Travelling Abroad (Country of Origin) During Illness**

You are not permitted to travel abroad or to your country of origin during illness without permission from Payingit and the occupational health service. Medical supervision by the company doctor would otherwise be impeded. In addition, travelling to your country of origin is not permitted if no problem analysis has yet been prepared by the company doctor. This analysis is usually completed within 6–8 weeks after the first day of illness. If you wish to travel abroad during your illness for a doctor's visit or treatment, you must first request permission from the React2U case manager at least two weeks in advance. The case manager will determine, based on reintegration advice, whether this is possible.

### **1.7 Becoming Ill While Abroad**

If you become ill while staying abroad, you must immediately contact the Payingit Absence Department. You must comply with the sickness absence rules applicable in the Netherlands. You are required to consult a doctor abroad and must later provide proof to the company doctor in the Netherlands. You are also required to maintain weekly contact with the Payingit Absence Department. Once you have recovered, you must report this as soon as possible.

### **1.8 Taking Leave During Sickness Absence**

If you wish to take vacation during your sickness absence, you must submit the request **at least 2 weeks in advance** to the React2U case manager. The case manager will assess, possibly in consultation with the occupational health service and/or the company doctor, whether permission is granted. Your vacation abroad must not hinder your recovery.

### **1.9 Payment of Sickness Benefit**

During illness, you are entitled to the same continued wage payment as sick permanent employees in a comparable position employed by the hiring company, as further specified in your placement confirmation. During the first 52 weeks, you are entitled at least to the statutory minimum wage.

### **1.10 Pregnancy or Illness During Pregnancy**

If you are pregnant, you must inform the hiring company and Payingit in a timely manner so this can be taken into account. Payingit will arrange your maternity leave application with the UWV. The UWV will pay the benefit directly to you. Do not forget to send a pregnancy declaration from your midwife to the React2U case manager so the application can be processed. If you are ill due to pregnancy, you must report this to the case manager when calling in sick, as this must be reported to the UWV.

## **2. Sick After the End of Employment**

It may occur that you are still ill at the end of your employment contract. If your contract is not extended, you will leave Payingit while sick. Because Payingit is a Self-Insured Employer (Eigen Risico Drager), your sickness registration will continue under Payingit ZW ERD. You remain obliged to comply with all agreements described in sections 1.1 through 1.8 and 1.10 of these regulations.

### **2.1 Regarding Section 1.6 – Travelling Abroad During Illness**

If you deregister from the Netherlands and return to your country of origin, you will no longer be entitled to sickness benefit from Payingit. Your entitlement to sickness benefit will end immediately.

## 2.2 Payment of Sickness Benefit After End of Employment

If you leave employment while sick, you may retain entitlement to sickness benefit. The amount of your sickness benefit (daily wage) is determined by the UWV. You will receive payment from Payingit. Payment of sickness benefit will take place on the first Tuesday of each month for as long as you remain ill. The amount of sickness benefit is determined as follows:

If you are incapacitated for work at the time the temporary employment contract ends by operation of law at the agreed end date in **Phase 1–2**, you are entitled to a Sickness Benefits Act (ZW) benefit, which will be supplemented:

- During the first 52 weeks of incapacity for work, the benefit is supplemented to 90% of the UWV-determined daily wage.
- From week 53 through week 104, the benefit is supplemented to 80% of the UWV-determined daily wage.

To finance this supplement, a percentage is deducted from your actual wage. The applicable percentage depends on your position, being 0.30% (office/administrative positions) and 0.70% (technical/industrial positions).

If you are unfit for work at the time the temporary employment contract ends by operation of law on the agreed end date in **Phase 3**, you are entitled to a Ziektewet (Sickness Benefits Act) benefit amounting to 70% of the daily wage as established by the UWV for the first 104 weeks of incapacity for work.

If you have questions regarding the amount or payment of your sickness benefit after leaving employment, please contact the Payingit Absence Department.

## 2.3 Exchange of Data

You authorize Payingit, as executor of the Sickness Benefits Act supplement and the UWV, to use your administrative data relating to your period(s) of illness known to the UWV, insofar as this data is required for the execution of the supplement.

You authorize React2U, any reintegration company engaged by Payingit, and the public or private employee insurance authority (UWV) to use your administrative employment-related data insofar as this information is necessary for adequate sickness absence management and correct wage continuation during illness.

You authorize Payingit—once the temporary employment contract has lasted two months—to request information from the UWV regarding benefit history insofar as such information may result in a reduction of wage costs for Payingit.

## 3. Privacy

Privacy-sensitive data is handled with the utmost care. Payingit is your employer and does not have access to your medical records. The company doctor does not share medical information with the React2U case manager. You are requested not to share medical information with Payingit. If the company doctor wishes to review your medical data, the company doctor will request this directly from you.

### 4. Right of Access and Correction

You have the right to access your personal data. You may submit a written request to the Payingit Absence Department, including your name, address, citizen service number (BSN), date of birth, date, and signature. You may also authorize another person by means of a written authorization (including proof of authorization). A request for correction of your absence file can be submitted after you have provided the information you wish to have corrected to the React2U case manager.

### 5. Employer Obligations

Maintaining a sickness absence policy is a statutory obligation for employers and is explicitly stated in the Working Conditions Decree (Article 2.9). Under this article, an occupational health service or company doctor advises on the implementation of a structured, systematic, and adequate working conditions and sickness absence policy and must contribute to its execution, with particular attention to special groups of employees.

#### Contact Details

##### **Payingit – Absence Department**

Tel: +31 (0)20 225 25 01

Email: [verzuim@payingit.nl](mailto:verzuim@payingit.nl)

##### **Occupational Health Service React2U**

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