

## Protocol on sick leave for flex workers with a temporary employment contract



**Sick?** how annoying. Call the company where you work and then our service centre before 9am on 070 - 306 20 04.

### General

The sick notification procedure as it applies at Exactpi is the sick notification procedure as prescribed by the legal provisions in the Wet Verbetering Poortwachter. Every flex worker at Exactpi with a temporary employment contract must comply with this procedure.

### Notification

If you are prevented from working due to illness, you are obliged to inform Exactpi and the client where you are working by telephone, **before** 9:00 am on the first day of illness.

Exactpi Service Centre  
070 - 306 2004

In doing so, you should provide the cause of the absence, the nature of the illness, the estimated duration of the absence and your (nursing) address and telephone number. Exactpi may decide to withhold leave hours in case of late notification of illness.

### Staying at home

After reporting sick, you should stay at home between 08.30 and 17.30 until recovery or until a check by the occupational health and safety service has taken place. You are only allowed to leave the (nursing) address

- for a visit to the general practitioner,
- for a visit to the case manager of the occupational health and safety service,
- in order to resume work,
- with the permission of Exactpi or the case manager of the occupational health and safety service

When you are temporarily absent from your nursing address, you must notify Exactpi.

### Correct address

If during the period of absence you move or temporarily stay elsewhere or change your nursing address (e.g. admission to or discharge from a hospital or other institution), you should report this immediately to Exactpi.

### Sick during holiday

When reporting sick from holiday, you should report your place of residence, phone number there and the details of the doctor treating you. If you fall ill during holiday days, these will be considered as unused holiday days, provided you report in time and in the correct way and after submission of a doctor's statement. If you are abroad during your period of absence, you must report this immediately, but no later than after one day of absence, by telephone to Exact in the prescribed manner. You should also contact a doctor to assess the illness. Immediately after returning home, you are obliged to submit a statement from this doctor, including the first day and the reason for the absence.

### Staying abroad

If you wish to go abroad during illness, you must notify Exactpi at least two weeks in advance. Going abroad should not hinder recovery and/or reintegration.

### Consulting your general practitioner

It is in your own interest that you seek treatment from your general practitioner within a reasonable period of time and follow your doctor's prescriptions.

**Better again?** Great! Call our service centre before 9am on 070 - 306 20 04 and get back to work.

### Enable visits

Exactpi must be able to reach you in person. Therefore, you must not only be reachable by telephone but also allow them to visit you at your home or (nursing) address.

### Visiting a consultation

You must obey a call to appear at the consultation hour of the company doctor. If you have a valid reason for being unable to attend (e.g. hospitalisation or resumption of work on the consultation day), you must report this immediately to Exactpi. If you do not cancel a consultation on time (no later than 24 hours in advance), the costs will be recovered from you.

### Medical examination

You are obliged to cooperate with medical examinations by or on behalf of the company doctor, if the latter, in consultation with the general practitioner, deems such an examination necessary.

### Hindering recovery

During illness, you must do what reasonably can be expected of you to achieve reintegration and/or recovery. The provisions of the Wet Verbetering Poortwachter apply, among other things. Your other activities must not hinder your recovery.

### Providing information to the employer

Taking into account what falls under medical confidentiality, the company doctor provides relevant information to Exactpi. This includes, for example, information that led to the fact that the assessment and counselling were not possible due to the actions of the employee concerned.

### Continued wage payment in case of incapacity for work

The first day of incapacity for work counts as a waiting day. From the second day of illness onwards, Exactpi will pay 90% of the salary (in the first year of illness) for the duration of the incapacity for work until the temporary employment contract ends. When the temporary employment contract ends and the sickness absence continues, FlexCom4 will take care of the implementation of the Sickness Act within the framework of the Wet Eigen Risicodrager Ziektewet. They will take care of the payment of the sick pay. Exactpi will supplement this sick pay as follows:

- during the first 52 weeks of incapacity for work up to 90% of the benefit daily wage determined on the basis of the Employee Insurance Wage Decree;
- during the 53rd to the 104th week of incapacity for work to 80% of the benefit daily wage determined on the basis of the daily wage decree on employee insurance.

### Sanctions

If FlexCom4 detects a violation of the above control regulations or if the employee does not comply with the agreements made with the company doctor, then Exactpi will be informed. Exactpi is entitled to impose sanctions in case of violation of the provisions of this protocol.

### Report recovery

As soon as you are able to resume work, you will have to do so. You do not have to wait for an order to do so. Reporting your recovery should be done before 9:00 am on the day you resume work to Exactpi.

### Exceptions

If you report sick due to pregnancy and/or childbirth, WAZO leave, organ donation or occupational disability. Then control and provision of sick pay will be carried out by the UWV.