

Quick start

bij de Werkwijzer Poortwachter



This quick start is an addition to the Werkwijzer Poortwachter. It is not a replacement for the Werkwijzer, but supports you as an employer in general with the steps you need to take in the reintegration of your incapacitated employee. It draws your attention to the responsibilities you have: also with regard to the experts you call in. If you want a complete overview, we advise you to read the Werkwijzer Poortwachter.



During this period you are expected to continue to evaluate and fine-tune the reintegration options. In the course of the first 2 years of incapacity for work, you will therefore build up a reintegration report. You submit this report to us on the 93rd week. You should hand it in earlier if your employee leaves the organization 'sick' before the end of the first 2 years of illness. You will find a [step-by-step plan](http://www.uuv.nl) at www.uuv.nl with which you can determine exactly when to take which step.

Your employee call in sick¹

If your employee calls in sick, your responsibility for absenteeism guidance starts immediately. In the first weeks you will contact your sick employee regularly to check how things are going and what the expectations are. You stay involved and send a card or bring a bunch of flowers. If he is able to do so, ask him to come to the workplace.

¹ Actually, we should talk about 'incapacitated for work' instead of 'sick'. However, because it is easier to read, in this document we talk about 'sick'

Your employee seems to remain sick for more than 6 weeks

If your employee's sickness appears to be long-term, your company doctor will draw up a Problem Analysis. After 6 weeks of sickness, the company doctor always draws up a [Problem Analysis](#). Within 2 weeks after the Problem Analysis you and your employee draw up a [Plan of Action](#). This means that at the latest in the eighth week of sickness you will have drawn up an action plan.

If the company doctor indicates that your employee has opportunities to work, he will tell you what conditions the work must meet. On the basis of these conditions, you assess whether your employee would be able to perform his or her own job again. If that is not possible, you check whether that would be possible if your own work is modified. Is it also not possible to do the original work in a modified form? Then you examine whether it is possible to offer your employee a different function within your organization, adapted or not. Maybe you can even (temporarily) put together a special task package for him. The way in which your employee can get back to work as quickly and completely as possible is noted in the Plan of Action.

Regularly, but at least once every 6 weeks, you discuss the progress of the reintegration with your employee. After 52 weeks of illness a mandatory (first year) evaluation follows. You report on this in an [evaluation form](#). You also record other new agreements about the reintegration in an evaluation form. They may require an adjustment of the Plan of Action. For example, it may be necessary to adjust the Plan of Action, if the possibilities of your employee change or in the event of changes within your organization.

If the company doctor indicates that the conditions under which your employee can work have changed, you reassess the reintegration possibilities within your organization. Then don't forget to adjust the Plan of Action.

For more information, see: Chapter 3.2 of the *Werkwijzer Poortwachter*.

Like all the experts you call in, the company doctor is your responsibility. It is therefore important that you make sure that the company doctor has regular contact with your employee and that you contact the company doctor yourself if you have any doubts about the guidance or advice given by him. This may be the case, for example, if your employee seems to be recovering, while the indicated load capacity does not change.

Increase resumption chances

If you have doubts about the reintegration possibilities within your own organization (in the so-called '[first track](#)'), you can have this examined by an occupational health advisor or employment expert. Because this expert also works under your responsibility, it is important that you read his report(s) critically and ask questions about them if something is not clear to you. You can add the report(s) of the labor expert to the reintegration file. The outcome of the labor survey can be another reason to adjust the Plan of Action.

As soon as it seems that resumption within your own company is no longer possible, you help your employee to find suitable work with another employer (in the so-called '[second track](#)'). In any case, you start this guidance when your employee has been sick for 52 weeks and there is still no prospect of an actual resumption in your own organization. For the guidance in the second track, a reintegration plan will be drawn up.

Draw up a reintegration plan

It does not matter whether you give an assignment to an expert, such as a reintegration employee of a reintegration company, or whether you guide your employee yourself in finding suitable employment with another employer: in both situations a so-called 'reintegration plan' must be drawn up. In the reintegration plan, a person profile² and a search profile³ must be included. They form the starting points for a [reintegration process](#). In a re-integration trajectory it is indicated what needs to be done to enable your employee to find a suitable position with another employer as soon as possible. It also states when an activity is started and how long it lasts.

If you call in an expert for second-track guidance, you will check, as with other suppliers, whether the reintegration plan meets your requirements. The proposed reintegration program must fit the specific situation and possibilities of your employee and offer him optimal opportunities to obtain a suitable position with another employer. You should also make sure that the reintegration plan includes an overview of periodic reporting moments. The reports that the expert sends you at those moments offer you, as a client and with final responsibility, the possibility to follow the progress of the reintegration. This allows you to intervene in a timely manner if the process seems to be unnecessarily delayed, or develops in an ineffective or less effective direction.

It goes without saying that the services purchased by you are actually delivered and reported at the agreed times.

A dual-track policy

As long as there is an employment contract, you are obliged to redeploy your employee in your own organization if there is (still) an opportunity to do so: even if in the meantime he is assisted in finding work with another employer. That is why it is often referred to as a 'dual-track policy': the 'second-track' runs alongside the 'first-track'.

Your employee is not cooperating

Your employee must cooperate in his reintegration, as long as it is reasonable to demand it from him. If your employee does not cooperate, you can take measures to require him to do so. To start with, you can hold your employee accountable for this. If that does not help, you can officially reprimand him, suspend the payment of wages or withhold wages. In the worst case, you can dismiss your employee. Keep in mind that during sickness a dismissal ban applies, which can only be broken under a limited number of conditions. For more information, see: chapter 4.4. *Werkwijzer Poortwachter*.

² The personal profile forms the starting position of the sick employee with regard to his possibilities to find, get and keep work. It consists of a representation of his work experience, of his education and courses, of his obstacles and limitations, of his personal characteristics, ambitions, wishes and preferences.

³ The search profile consists of a list of industries and / or branches, positions and / or activities within which and for which you can search with the best chance of success. This list is the result of a comparison of the employee's possibilities (based on the person profile) with the employment, recruitment and resumption possibilities on the labor market.

An expert judgement

Finally, it is good to know that you (as well as your employee) can ask the UWV for an expert judgement on a number of aspects. You can request for such an expert judgement if the reintegration threatens to stagnate because you and your employee disagree, or if you want to know if you have made sufficient reintegration efforts.

More and more detailed information regarding your reintegration obligations can be found in the [Werkwijzer Poortwachter](#).

Disclaimer

No rights can be derived from this publication.

UWV © 2020