

REGULATIONS GOVERNING ABSENTEEISM DUE TO ILLNESS

*Temping agency < > is the own risk bearer for the Sickness Benefit Act [Ziektewet] as from < >. FlexCom4 has been commissioned by **temping agency < >** to implement all statutory obligations resulting from the assumption of own risk for the Sickness Benefit Act. **Temping agency < >** has appointed FlexCom4 to take responsibility for, among other things, absenteeism records, sickness benefit act claims assessments, work reintegration and determination of the daily wage. The Personal Data Protection Act [Wet Bescherming Persoonsgegevens] is to be respected at all times. FlexCom4 will be receive absenteeism management support from an occupational health and safety service [arbodienst].*

Reporting sick

If you are ill, you are obliged to report in sick in person, before work starts, but in any event before 9.00 a.m. on the day of illness, to the company at which the work is to be carried out and to **temping agency < >**. If you become ill during work and are unable to continue working, you must report to **temping agency < >** and to your immediate superior at the company at which the work is to be carried out. A person other than yourself can report you sick to the temping agency and the company at which you are working only in exceptional circumstances.

Staying at home/Contactability

One of the employees of FlexCom4 will contact you no later than within 24 hours after you have reported in sick. In addition, you should take account of the fact that a check may be carried out in the form of a home visit. You should also expect to receive an invitation to an appointment with the company doctor during the period that you are ill.

You are obliged to stay at home and remain available for contact until the 1st contact and/or visit has taken place. After the 1st contact the obligation to stay at home until 10.00 a.m. and between 12.00 and 2.30 p.m. applies during the 1st 2 weeks of illness.

You must ensure that you can always be contacted by the FlexCom4 case manager.

If you change your telephone number during your period of illness, you must always inform the FlexCom4 case manager accordingly.

If you reside at a different address, you must report this immediately by telephone to the FlexCom4 case manager. If, and insofar as, contrary to the above provisions, you cannot be contacted, this may have consequences for the entitlement and/or amount of your benefit under the Sickness Benefit Act.

Company doctor

You are obliged to comply with an invitation to attend an appointment with the company doctor. If you are absolutely incapable of doing so, or have resumed work, you must inform the FlexCom4 case manager no later than 24 hours before the appointment starts.

Sticking to agreements

Temping agency < > and **FlexCom4** expect you to keep to the agreements it and FlexCom4 make with you within the framework of your absenteeism and absenteeism management.

Residing abroad

If you become ill during a holiday abroad, the same rules apply as when reporting in sick in the Netherlands. You are required to report in sick to **temping agency < >** in accordance with the above reporting in sick procedure.

When you return home, you must report immediately by telephone to the FlexCom4 case manager. If you want to go abroad while you are ill, you must notify the FlexCom4 case manager at least two weeks in advance. FlexCom4 wishes to point out that you are also required to comply with all the obligations resulting from the sickness Benefit Act during any stay abroad. Going abroad must not constitute a hindrance to your recovery and/or reintegration.

(Partial) Recovery

It may be that you partially resume your work, or start performing alternative work. If, as a result, you are partially entitled to a benefit under the Sickness Benefit Act, you must comply with the rules in these regulations governing absenteeism due to illness.

As soon as you are fully recovered you must notify FlexCom4 (on the telephone number shown below) and **temping agency** < > to this effect immediately and, in any event, by no later than on the second day of your recovery.

Sick pay

No sick pay will be paid on 2 waiting days. Waiting days do not apply if you again become incapacitated for work within a period of four weeks and if waiting days were taken into account on the first occasion you reported in sick. FlexCom4 will pay you sick pay every week as from no more than four weeks after you have called in sick. The amount of your sick pay is based on your daily wage. The daily rate is calculated in accordance with the employee insurance daily wage decree [*dagloonbesluit werknemersverzekeringen*]. Your wage details will be taken from the policy records of the Dutch Employee Insurance Agency [*Uitvoeringsinstituut Werknemersverzekeringen*] (UWV). Any changes which may have consequences for your sick pay must be reported immediately to the FlexCom4 case manager.

Activities aimed at resuming work

If you are ill, you must do everything you can to recover so that you can resume work as soon as possible. Any other activities you are engaged in must not hamper your recovery. In addition, you must make a sufficient effort, for example in the form of job applications, to find (suitable) work.

Privacy

Measures will be taken to ensure that privacy-sensitive details are treated carefully. The occupational health and safety service [*arbodienst*] will not issue any medical details without consulting you first.

FlexCom4

The FlexCom4 Case managers can be contacted on: **+31 (0)24-3741666**

Sanctions Decree [*Maatregelbesluit*]

Non-compliance with the rules in these regulations governing absenteeism due to illness can have consequences for the amount of your benefit under the Sickness Benefit Act. These sanctions are included in the Sanctions Decree [*Maatregelbesluit*]. In this instance you will receive a decision from the UWV. You can lodge an objection to this decision if you wish. The objections procedure is referred to in the decision.

Signed as approved on < >

Name:

Signature: