

## **Sick leave rules for candidates working on a Phase A with Agency Clause contract**

### **Sickness benefits including continued wage payment during contract**

Undutchables Recruitment Agency B.V. has outsourced the absence management and payment to Incomfort. Incomfort takes care of your benefits if you are ill and reintegration. Incomfort works together with HCS. They will take care of your reintegration during your sick leave.

#### **Reporting sick**

If you are ill, you are obliged to report sick by telephone (no app or e-mail) before the start of work, no later than 9 a.m. on the day of illness. You need to report sick to the company where you work and to Undutchables Recruitment Agency B.V.

Please note: you do *not* need to come to the office in person to report sick.

#### **Staying at home/Accessibility**

One of the HCS employees will contact you by telephone within 24 hours after reporting sick. You can also expect an invitation for a consultation with the company doctor. You are obliged to stay at home and be available until the 1st contact with HCS has taken place. You must make sure that you can always be reached by the case manager of HCS. Has your telephone number or address changed? Please inform your HCS case manager immediately. If your case manager cannot reach you by telephone, this may have consequences for the right and/or amount of your sickness benefit.

#### **Company doctor**

You are obliged to attend the company doctor's consultation hour. If you are absolutely unable to attend, or are already back at work, you must give notice at least 48 hours before the appointment with the HCS case manager. If there is no valid reason for not showing up, your benefits will be suspended until a new consultation with the company doctor has taken place.

#### **Staying abroad**

If you fall ill while working or during your holiday abroad, the same rules apply as if you reported sick in the Netherlands. You must report sick to Undutchables Recruitment Agency B.V. in accordance with the procedure above. Upon returning home, you immediately report by telephone to the HCS case manager. If you wish to go abroad during your illness, you must inform the case manager two weeks in advance. During a stay abroad you must comply with all obligations arising from the Sickness Benefits Act and/or these sickness regulations. Going abroad may not be an obstacle to recovery and/or reintegration.

Please note: You must inform Undutchables *before* working from abroad, even if the company where you work has already been informed.

#### **(Partial) Recovery**

It is possible that you may partially resume your work or perform other substitute tasks. If this means you are still partially entitled to the Sickness Benefits Act or continued payment of wages during illness, you must comply with the rules in these absence regulations. As soon as you are fully recovered, you must report this immediately or no later than the second day of

your recovery, to HCS (on telephone number: 088-1021640) and to Undutchables Recruitment Agency B.V.

### **Sick pay**

#### Phase A with agency clause

Have you become ill during your current contract? Then in the first instance you are entitled to continued payment of wages from Undutchables Recruitment Agency B.V. The level of sick pay is determined by the rate paid by the client company, in accordance with the client's policy. The 'return to work' reintegration process is guided by Incomfort.

#### End of contract with Undutchables Recruitment Agency B.V.

When your contract ends whilst still being sick, you leave Undutchables Recruitment Agency B.V. and you will fall under the Sickness Benefits Act. You will then receive sickness benefits from Comfort Services (Incomfort) including any supplementary Sickness Benefit.

Note! The day you become insured under the Sickness Benefits Act, Incomfort will request the amount of your daily wage from UWV. This may take 4-6 weeks to be calculated by the UWV. Once the amount of the Sickness Benefit is calculated Incomfort will pay your benefits on a four weekly basis.

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### **Specifications and annual statements**

Once every fortnight Incomfort creates new accounts for employees who have received Sickness Benefits Act and Supplementary Sickness Benefits Act. This account is called Nmbrs. Here you can find specifications and yearly overview. If you have not received an e-mail, please send an e-mail to [backoffice@incomfort.nl](mailto:backoffice@incomfort.nl).

### **Activities aimed at returning to work**

If you are ill, you should do everything possible to regain your health so that you can resume work as soon as possible. Your other activities should not hinder your recovery. You also have to make sufficient efforts to obtain (suitable) work. During the period of sickness benefit you may be required to apply for a job.

### **Privacy**

All privacy-sensitive data are handled carefully. Incomfort and HCS will not provide any medical data without consulting you.

### **Incomfort**

The Incomfort/HCS case managers can be reached at: 088-1021640.

Tip: Ask the case manager directly for his/her direct telephone number.

Incomfort's claims/remuneration department can be reached at: 024-3741666, menu 1.

### **Non-compliance with sick leave rules**

Non-compliance with the rules in these regulations can have consequences for the amount of your sickness benefit. These sanctions are included in the Measurement Decree. In this case, you will receive a decision from the UWV. You can object to this decision. The objection procedure is mentioned in the decision.

If you fall under the continued payment of wages obligation of Undutchables Recruitment Agency B.V. the sanction may consist of a warning, or suspension or termination of the continued payment of wages and/or termination of the employment (BW 7:629 paragraphs 3 and 6).