

If you are off sick

- information for
employees

Definition of rehabilitation

Rehabilitation means measures of a medical, psychological, social and occupational nature that help sick and injured individuals regain the best possible functional capacity and a good quality of life. The health services are responsible for medical rehabilitation, and the Swedish Public Employment Service is responsible for occupational efforts for the unemployed and for those who are employed but who are at risk of becoming unemployed. The employer is responsible for occupational rehabilitation for its employees. The role of the Swedish Social Insurance Agency is to highlight rehabilitation needs and to coordinate efforts in collaboration with you and your doctor, your employer, or the Swedish Public Employment Service and other interested parties.

Possibilities, rights and obligations

As an employer, Mid Sweden University always aims for employees to be able to return to work as quickly as possible if they have been sick for a period of time. In connection with long-term illness or repeated short-term sick leave, you will be contacted by your immediate overseer so that you can plan together for early rehabilitation. As an employee, you can also at any point during your period of employment personally request a rehabilitation meeting together with your overseer, with the aim of preventing a possible period of sick leave. The purpose of all occupational rehabilitation is to help you to be able to continue working, or if you are already off sick, to help your return to work. Everything that can be done at an early stage is beneficial for your continued rehabilitation. It is both your right and your obligation to actively participate and get involved in the efforts that we will now make together.

All research and knowledge about sick leave indicates that it is imperative for the one who is off sick to be in contact with their immediate manager and place of work at an early stage. Close and active collaboration prevents those on sick leave from feeling that the threshold for returning to work gets higher the longer they remain at home. It is therefore valuable to be able to "keep one foot at work".

A return to work also becomes easier if there is a good dialogue about fitness for work.

You are entitled to:

- receive help in adapting your place of work according to your own circumstances and those of the organisation
- discussions and meetings about your situation, based on the rehabilitation plan that has been established
- influence your own rehabilitation
- keep in contact with your place of work and your workmates
- have your union representative or someone else providing support participate in the rehabilitation efforts if you so desire
- have access to the rehabilitation plan
- be treated in such a way that your personal information is protected

You are obligated to:

- provide doctor's certificates from your eighth day off sick and to regularly submit certificates if your sick leave is extended

- keep in contact with your place of work as agreed with your manager
- be active in and committed to your rehabilitation programme
- work according to your ability in spite of illness; full time or part time
- participate in meetings called by your manager
- complete plans that have been agreed upon
- submit the information needed for rehabilitation to your employer and the Swedish Social Insurance Agency

On the eighth day of sick leave, you are obligated to send a doctor's certificate to your employer. This should be sent to your immediate overseer, who then forwards the relevant details to HR.

If anything is unclear to you, please contact your immediate manager.

Before your rehabilitation meeting

It is a good idea to think about the following points before your rehabilitation meeting:

- Your current state of health
- What can you or can you not do in relation to your regular work and free time?
- Are you able to return to your regular work? If not, why not?
- What help do you need in order to recover and regain your fitness for work? What can you personally contribute?
- Do you need more information about the rehabilitation process?
- If you are a member of a union organisation, you may contact a union representative if you wish them to participate in the meeting.

During your rehabilitation process, the following entities may be able to support you:

- Manager
- Occupational health services
- The Swedish Social Insurance Agency
- Attending physician (or the medical practitioner who writes your doctor's note)
- Union representative or other supporting individual

Rehabilitation chain and rehabilitation plan

Your manager's task is to help you in your rehabilitation so that you can return to work as quickly as possible. You and your manager stay in regular contact throughout your entire period of sickness. You prepare a rehabilitation plan together.

Based on the rehabilitation chain, some points in time have been set for important events, and it is good for you as an employee to be aware of these.

What happens?

<u>Days 1-7</u>	<u>Days 8-30</u>	<u>> Days 31-90</u>	<u>> Days 91-180</u>
Immediate manager contacts you	You send your doctor's certificate to your immediate manager.	Participate and implement planned measures.	<i>Försäkringskassan</i> (FK) may contact you to ask questions about continued compensation.
	On day 15, you register with the Swedish Social Insurance Agency (<i>Försäkringskassan</i> – FK) for sickness benefit.		
	Actively participate in your rehabilitation process		

Financial compensation when sick

Day 1	Pay deduction
Days 1-14	Sick pay from employer
Days 15-364	Sickness benefit as determined by the Swedish Social Insurance Agency
Days 365-915	Extended sickness benefit after approval of application by the Swedish Social Insurance Agency.

Rehabilitation plan – planning for a return to work

A rehab plan is used to clarify your rehabilitation needs and to document the activities that are carried out in a rehabilitation process. The plan serves primarily as a support for the rehabilitation efforts and is intended to facilitate an early return to work. When possible, the plan must be established and followed up in joint consultation between the manager and employee.

The plan can also be used as a basis for the Swedish Social Insurance Agency's processing of sick leave and rehabilitation matters. The Swedish Social Insurance Agency may request us to submit the plan to them as needed.

Responsibility of the Swedish Social Insurance Agency

The Swedish Social Insurance Agency (*Försäkringskassan* – FK) is responsible for coordinating matters and overseeing the measures that are needed for your rehabilitation. FK also considers

your entitlement to sickness benefit, rehabilitation compensation and sickness compensation. When your entitlement to sickness benefit is to be assessed for the first time, you will be contacted by FK; this usually takes place approximately one month after your first day of sick leave. They will normally also contact you before day 180 of your period of sickness if they assess that you are not entitled to continue receiving sickness benefit. Take note of the information you receive from FK, since it can also affect your income qualifying for sickness allowance (*sjukpenninggrundande inkomst* – SGI).

Withdrawn sickness benefit

If the Swedish Social Insurance Agency determines that you are able to completely or partially support yourself by means of work that is normally available on the job market, the Agency may decide to entirely or partially withdraw your sickness benefit in the middle of a period of sickness.

If the Swedish Social Insurance Agency determines that the medical documents do not verify that your work capacity is reduced due to illness, the Agency may decide to refuse an application for sickness benefit. This could, for example, happen if you progress to a new link in the rehabilitation chain. If your sickness benefit is refused, you will not be entitled to receive compensation from the Swedish Social Insurance Agency.

If it is not possible for you to return to your regular employment or be reassigned to other work, you need to register with the Swedish Public Employment Service as a job seeker in order to be entitled to receive unemployment insurance compensation. The Swedish Public Employment Service can help you to identify the kind of work assignments and jobs that are applicable to you personally.

Visit www.forsakringskassan.se for more information about pay deduction, income qualifying for sickness allowance, sickness compensation and rehabilitation compensation.