



Rehabilitation – Information sheet for employees

This information sheet provides you who are on sick leave with brief information about the rehabilitation process at Stockholm University, your rights and obligations, and what support is available to you when you are on sick leave.

Rehabilitation at Stockholm University

Rehabilitation is a collective term for measures that are taken to help an employee stay at work or to return as quickly as possible. Your active participation and the involvement of your immediate manager are important to the rehabilitation process, so you and your manager need to keep in regular contact with one other throughout your period of sick leave.

Rehabilitation process at Stockholm University

Days 1–7 – Notification of sickness; sick pay; capacity for work in relation to your regular work; possibility of making adjustments at work or having work travel allowance.

Days 8–14 – Medical certificate required; sick pay; capacity for work in relation to your regular work; possibility of making adjustments at work or having work travel allowance.

Days 15–90 – Försäkringskassan assesses your capacity for work in relation to your regular work; you and your manager make a plan for your return to work (no later than day 30). Possible measures: work adjustments/adaptations, part-time work, work travel allowance, help from occupational health services etc.

Days 91–180 – Försäkringskassan assess your capacity for work in relation to other jobs at Stockholm University. You and your manager primarily plan for a return to your regular work. Possible measures: work adjustments/adaptations, job training, part-time work, work travel, help from occupational health services, transfer etc.

Days 181–365 – Försäkringskassan assess your capacity for work in relation to other work on the regular labour market. You and your manager primarily plan for a return to your regular work. Possible measures: work adjustments/adaptations, job training, part-time work, work travel, help from occupational health services, transfer etc.

Days 366 and onwards – Försäkringskassan assess your capacity for work in relation to other employment on the regular labour market, and you are entitled to sickness benefit only if you can't perform any work on the regular labour market under special circumstances. You and your manager plan for a return to your regular work, or for other measures that can be taken.

Your responsibility:

Follow the procedures according to the Sickness checklist.

- **Day 1** – You should directly notify your manager of your sickness, and register your notification in Primula.
- **Day 8** – You must send a copy of your medical certificate to your manager.
- **Day 15 and regularly thereafter** – You must send the medical certificates to Försäkringskassan, and copies to your manager.

Actively participate in your rehabilitation

- You must keep in contact with your manager for the duration of the entire sick leave period.
- The medical certificate that you submit to your manager must be complete (only the diagnosis may be concealed), so that he or she can investigate the needs for your occupational rehabilitation, and so that he or she can make appropriate plans together with you for your return to work.
- To the best of your ability, you must actively participate in investigations, planning and the implementation of agreed plans. This includes, for example, participating in rehabilitation meetings and following through on agreed plans.



Your manager's responsibility includes:

- keeping in regular contact with you throughout your period of sick leave
- inviting to and/or participating in rehabilitation meetings
- investigating and/or identifying the possibility of you returning to regular work, and, together with you, planning and implementing measures, as well as following up on these measures.

Other participants in your rehabilitation

There are more participants who will help you get back to work:

Union representatives can be an important support to you during the rehabilitation process. They can also participate in various rehabilitation meetings, if you wish so.

The HR Office provides advice and support, and is a resource for managers during the rehabilitation process. It can also investigate alternative options – such as a transfer – when a return to regular work at the workplace is not possible.

Occupational health services support your manager during occupational rehabilitation. They are experts in work-related ill health and participate in the rehabilitation process as needed, such as by coordinating rehabilitation efforts or suggesting adjustments.

The doctor who issues your medical certificates is responsible for your medical rehabilitation, so that you can become fit and return to part-time or full-time work. The doctor can provide medical information to Försäkringskassan and, if needed, to occupational health services.

Försäkringskassan (the Swedish Social Insurance Agency) assesses entitlement to and pays compensation (sickness benefit, rehabilitation benefit, sickness compensation, assistive devices etc.) from the 15th day of the sick leave period. During ongoing sick leave, they can also call a reconciliation meeting with you and your immediate manager. Other parties such as the attending physician and union representative may also participate.



Contact information

Phone number to your manager: _____

Phone number to your union representative: _____

Phone number to your payroll administrator: _____

Phone number to your doctor: _____

Phone number to Avonova: 08-120 125 00

Further information about:

- * Stockholm University's rehabilitation process can be found at www.su.se/staff/personnel/rehabilitation.
- * Sickness checklist – employee can be found at www.su.se/staff/personnel/terms-of-employment/sickness-checklist-employee-1.542498.
- * Försäkringskassan can be found at www.forsakringskassan.se/english.
- * Our occupational health service can be found at www.avonova.se.

Confidentiality

According to the Public Access to Information and Secrecy Act (offentlighets- och sekretesslagen), an employee's state of health and other information about their personal circumstances surrounding their rehabilitation is considered confidential information. Everyone who, during the course of their work, has access to information about an employee's state of health or personal circumstances is bound by confidentiality.

(The Public Access to Information and Secrecy Act (2009:400), Chapter 21, Section 1, and Chapter 39, Sections 1–2.)