


MAP FOR MANAGERS (OCCUPATIONAL REHABILITATION)

	Preventative work	Sick Day 1–7	Sick Day 8–14	Sick Day 15–90	Sick Day 91–180	Sick Day 181–365	Sick Day 366 and onwards	Completed occupational rehabilitation
Assessment	<ul style="list-style-type: none"> ➤ Repeated short-term sick leave ➤ Early signals ➤ Employee initiates 	<ul style="list-style-type: none"> ➤ Incapacity to carry out regular work – entitled to sick pay ➤ Repeated short-term sick leave ➤ Adjustments or work travel allowance 	<ul style="list-style-type: none"> ➤ Incapacity to carry out regular work – entitled to sick pay and sick leave ➤ Occupational measures ➤ Adjustments or work travel ➤ Occupational injury/ occupational disease 	<ul style="list-style-type: none"> ➤ Incapacity to carry out regular, adjusted or temporary work, work travel allowance (FK) ➤ Entitled to sick leave ➤ Occupational rehabilitation measures ➤ Part-time work ➤ Transfer ➤ Involve occupational health care services? 	<ul style="list-style-type: none"> ➤ Incapacity to carry out other work within SU, work travel allowance (FK) ➤ Entitled to sick leave ➤ Occupational rehabilitation measures ➤ Part-time work ➤ Relocation ➤ Involve occupational health care services? 	<ul style="list-style-type: none"> ➤ Incapacity to carry out other work on the labour market (2 exceptions), work travel allowance (FK) ➤ Entitled to sick leave ➤ Occupational rehabilitation measures ➤ Part-time work ➤ Relocation ➤ Involve occupational health care services? 	<ul style="list-style-type: none"> ➤ Incapacity to carry out other work on the labour market, work travel allowance (FK) ➤ Entitled to sick leave ➤ Occupational rehabilitation measures ➤ Part-time work ➤ Relocation ➤ Involve occupational health care services? 	<p>The employee is carrying out:</p> <ul style="list-style-type: none"> ➤ regular or other work ➤ sickness compensation <p>The responsibility for rehabilitation has been fulfilled.</p>
Manager's responsibility	<ul style="list-style-type: none"> ➤ Be alert for early signals ➤ Investigate sick leave and repeated short-term sick leave ➤ Preventative rehabilitation meeting ➤ Document 	<ul style="list-style-type: none"> ➤ Initiate and keep in contact with the employee (no later than day 3) ➤ Assess entitlement to sick pay and sick leave ➤ Estimate a prognosis for the individual's return to work ➤ Plan ➤ Document 	<ul style="list-style-type: none"> ➤ Keep in contact with the employee ➤ Assess entitlement to sick pay and sick leave ➤ Medical certificate to the payroll administrator ➤ Early efforts – occupational rehabilitation measures; occupational health services etc. ➤ Document 	<ul style="list-style-type: none"> ➤ Keep in contact with the employee ➤ Medical certificate to the payroll administrator ➤ Contact HR specialist/advisor from the HR department (no later than day 20) ➤ Request a ref. number from the Registrar (day 30) ➤ Return to work plan (no later than day 30) ➤ Plan, implement and follow-up occupational rehabilitation measures ➤ Document 	<ul style="list-style-type: none"> ➤ Keep in contact with the employee ➤ Medical certificate to the payroll administrator ➤ Plan, implement and follow-up occupational rehabilitation measures ➤ Investigate a need for a transfer (with HR) ➤ Document 	<ul style="list-style-type: none"> ➤ Keep in contact with the employee ➤ Medical certificate to the payroll administrator ➤ Plan, implement and follow-up occupational rehabilitation measures ➤ Investigate a need for a transfer (with HR) ➤ Document 	<ul style="list-style-type: none"> ➤ Keep in contact with the employee ➤ Medical certificate to the payroll administrator ➤ Plan, implement and follow-up occupational rehabilitation measures ➤ Investigate a need for a transfer (with HR) ➤ Document 	<ul style="list-style-type: none"> ➤ Closing meeting ➤ Formally end the occupational rehabilitation ➤ During a transition period: <ul style="list-style-type: none"> * Status check * Support as needed ➤ Manage documentation acc. to procedure
Employee's responsibility	<ul style="list-style-type: none"> ➤ Actively participate in their rehabilitation ➤ Perform in their work 	<ul style="list-style-type: none"> ➤ Sickness notification to the manager (day 1) ➤ Actively participate in their rehabilitation 	<ul style="list-style-type: none"> ➤ Medical certificate to the manager (day 8) ➤ Actively participate in their rehabilitation 	<ul style="list-style-type: none"> ➤ Medical certificate to FK and a copy to the manager ➤ Actively participate in their rehabilitation 	<ul style="list-style-type: none"> ➤ Medical certificate to FK and a copy to the manager ➤ Actively participate in their rehabilitation 	<ul style="list-style-type: none"> ➤ Medical certificate to FK and a copy to the manager ➤ Actively participate in their rehabilitation 	<ul style="list-style-type: none"> ➤ Medical certificate to FK and a copy to the manager ➤ Actively participate in their rehabilitation 	<ul style="list-style-type: none"> ➤ Formally end the occupational rehabilitation ➤ Perform in their work
Tools	<ul style="list-style-type: none"> ➤ Preventative rehabilitation meeting (template and guide) ➤ Report in Primula on sickness over the last 12 months (guide) ➤ Notes template 	<ul style="list-style-type: none"> ➤ Contact call (guide) ➤ Report in Primula on sickness over the last 12 months (guide) ➤ Rehabilitation calendar ➤ Notes template 	<ul style="list-style-type: none"> ➤ Contact call (guide) ➤ Rehabilitation – Information sheet for employees ➤ Rehabilitation calendar ➤ Notes template 	<ul style="list-style-type: none"> ➤ Contact call (guide) ➤ Return to work plan ➤ List of work assignments, planning part-time work ➤ Status checks (guide) ➤ Rehabilitation calendar ➤ Notes template 	<ul style="list-style-type: none"> ➤ Contact call (guide) ➤ Return to work plan ➤ List of work assignments, planning part-time work ➤ Status checks (guide) ➤ Rehabilitation calendar ➤ Notes template 	<ul style="list-style-type: none"> ➤ Contact call (guide) ➤ Return to work plan ➤ List of work assignments, planning part-time work ➤ Status checks (guide) ➤ Rehabilitation calendar ➤ Notes template 	<ul style="list-style-type: none"> ➤ Contact call (guide) ➤ Return to work plan ➤ List of work assignments, planning part-time work ➤ Status checks (guide) ➤ Rehabilitation calendar ➤ Notes template 	<ul style="list-style-type: none"> ➤ Conversational template, the end of rehabilitation ➤ Status checks (guide) ➤ Procedure for documentation in rehabilitation cases
Compensation	<ul style="list-style-type: none"> ➤ Salary 	<ul style="list-style-type: none"> ➤ Sick pay 	<ul style="list-style-type: none"> ➤ Sick pay 	<ul style="list-style-type: none"> ➤ Sickness benefit/ Rehabilitation benefit (FK) ➤ Sickness benefit supplement (Villkorsavtalet) 	<ul style="list-style-type: none"> ➤ Sickness benefit/ Rehabilitation compensation (FK) ➤ Sickness benefit supplement (Villkorsavtalet) 	<ul style="list-style-type: none"> ➤ Sickness benefit/ Rehabilitation compensation (FK) ➤ Sickness benefit supplement (Villkorsavtalet) 	<ul style="list-style-type: none"> ➤ Sickness benefit at continuation or normal level/rehabilitation compensation (FK) ➤ Sickness benefit supplement (Villkorsavtalet) 	<ul style="list-style-type: none"> ➤ Salary
Other parties	<ul style="list-style-type: none"> As needed: ➤ HR ➤ Occupational health services ➤ Union representative or equivalent 	<ul style="list-style-type: none"> As needed: ➤ HR ➤ Occupational health care services ➤ Union representative or equivalent 	<ul style="list-style-type: none"> ➤ Payroll Administrator As needed: ➤ HR ➤ Occupational health care services ➤ Union rep. or equivalent 	<ul style="list-style-type: none"> ➤ HR ➤ Occupational health care services ➤ Doctor ➤ Försäkringskassan ➤ Payroll Administrator ➤ Union rep. or equivalent 	<ul style="list-style-type: none"> ➤ HR ➤ Occupational health care services ➤ Doctor ➤ Försäkringskassan ➤ Payroll Administrator ➤ Union rep. or equivalent 	<ul style="list-style-type: none"> ➤ HR ➤ Occupational health care services ➤ Doctor ➤ Försäkringskassan ➤ Payroll Administrator ➤ Union rep. or equivalent 	<ul style="list-style-type: none"> ➤ HR ➤ Occupational health care services ➤ Doctor ➤ Försäkringskassan ➤ Payroll Administrator ➤ Union rep. or equivalent 	<ul style="list-style-type: none"> As needed: ➤ HR ➤ Union rep. or equivalent