

NTNU	Following up staff members on sick leave	Prepared by	Number	Date	
		The HSE section	HMSR-15	01.12.2006	
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1. Objective

The objective of this set of guidelines is to ensure that staff members are followed up during periods of sick leave, and that measures are initiated to get the person on sick leave back to work in order to prevent his or her permanent exclusion from the job market.

2. Scope

This set of guidelines applies to all units at NTNU.

3. Responsibilities and authority

The line manager is responsible for the follow-up of individuals on sick leave while they are on such leave, and for ensuring that an individual follow-up plan is prepared with the purpose of helping the person on sick leave back to work as quickly as possible.

4. Definitions and abbreviations

NAV: The Norwegian Welfare and Labour Organisation. The organisation has assumed the responsibilities and tasks previously belonging to the National Employment Service [aetat] and the National Insurance Organisation/the Social Welfare System [trygdeetaten].

Pay during sick leave: Employees who have been working at NTNU for a minimum of four weeks are entitled to full pay for up to 52 weeks (one year). See 7.3.18 §18 in the State Personnel Handbook [Statens Personalhåndbok]. Beyond this period, the employee must apply to NAV (the Norwegian Labour and Welfare Organisation) for financial support. The application must be made well in advance of the end of the 52-week period.

Individual follow-up plan: A plan prepared jointly by the individual on sick leave and the line manager. The plan must show how the work will be adapted in order to enable the individual on sick leave to function at work. It must also show who is responsible for what. The plan must be prepared within the first 6 weeks.

Partial sick leave: To be used if the individual on sick leave is able to perform parts of his or her normal tasks at work, either through a reduction of his or her working hours or through spending more time on performing the tasks.

Active sick leave: A voluntary arrangement that implies that the individual on sick leave turns up and work and performs tasks adapted to his or her needs. NTNU may initiate active sick leave without prior approval by NAV (the Norwegian Labour and Welfare Organisation). Arrangements for active sick leave can only apply to a 4-week-period.

Rehabilitation [Attføring]: Various measures aimed at ensuring the continued employment of an employee prevented from performing his or her work due to illness, age, injury or defect.

Rehabilitation [Rehabilitering]: After one year's sick leave, and with the regular GP's assistance, the follow-up of the employee on sick leave can be transferred to the NAV. The NAV designs a programme of activities, treatment and training with the purpose of bringing the individual on sick leave back into paid employment.

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- Active rehabilitation: Corresponds to active sick leave, but applies to the rehabilitation period.
- Rehabilitation benefit: A benefit designed to cover subsistence costs if the employee is unable to perform a job due to illness, injury or defect. The benefit is short-term and is restricted to the period during which the individual is undergoing active treatment with a prospect of improving the ability to work.

5. Following up staff members on sick leave

The main focus at NTNU must be on organising the activities in such a way that sick leave, and particularly long-term sick leave, is reduced to a minimum. The reason for the sick leave may have an impact on how the individual staff member is able to continue in his or her job. In some cases the staff member continues doing the same job after the period on sick leave; in other cases, adaptations have to be made for the staff member, or other tasks have to be found for him or her.

It is therefore important that each line manager accommodates the staff member's needs in order to enable him or her to test out work related activities as soon as possible after going on sick leave. The line manager must, in cooperation with the staff member on sick leave, prepare an individual follow-up plan with the purpose of bringing the staff member back to work as quickly as possible.

A description of the responsibilities and tasks resting on the staff member, the line manager and the Norwegian Labour and Welfare Organisation (NAV), respectively, when an individual goes on sick leave, is described in a timeline. The timeline also presents various measures that can be implemented in order to reduce long-term sick leave and adapt conditions for an early return to work.

6. References

- [Working Environment Act § 3-1](#)
- [Statens personhåndbok, point 7.3.18, §18](#)
- [NAVs hjemmeside](#)
- [HMSRV1501E Timeline for sick leave](#)
- [HMSRV1502E Individual follow-up plan](#)
- [HMSRV1503E Contract for active sick leave](#)
- [HMSRV1504E Evaluation of active sick leave](#)