

NTNU	Time line for the following-up of staff members on sick-leave	Prepared by	Nummer	Date	
		the HSE Section	HMSRV-15/01	31.08.07	
HSE		Approved by	Page	Replaces	
		the Rector	1 out of 4	01.12.2006	

Following up staff members on sick-leave

NTNU must ensure that staff members are looked after during periods of sick-leave, and that measures aimed at getting the individual on sick-leave back to work are initiated in order to prevent his or her permanent exclusion from the job market. Through ensuring that its staff members are given tasks that are safe, meaningful and conducive to the development of their personalities, NTNU seeks to create a good work environment that fosters creativity as well as constructive and critical thinking among the staff members. The work environment must support and promote its users' capacity to work and learn, safeguard their health and well-being, and protect them against work-related illnesses, accidents and environmental hazards in the shape of emissions/discharges or waste materials.

Staff members who go on sick leave will often experience that their confidence in relation to their own capacity to work and cope will deteriorate progressively for each day that passes without anything happening. Actively seeking out the opportunities is of vital importance!

Roles

The staff member

S/he is responsible for actively participating in the process of finding solutions that contribute towards reducing his/her time off on sick-leave.

The line manager

S/he is responsible for adapting the conditions in such a way that the staff member on sick-leave can remain in activity within NTNU. Contact must be quickly established with the person on sick-leave, and adequate follow-up must be ensured throughout his/her period on sick-leave.

Doctor/issuer of medical certificate

S/he is responsible for motivating the employee for full- or part time work, provided that this is defensible from a medical point of view.

The HSE Section/Personnel Division

Undertake prevention and adaptation work. To be brought into the follow-up work if there are questions, in relation to measures, or if assistance is needed.

Employee Representative/Safety Representative

Must contribute towards making the following-up of staff members on sick-leave an integrated feature of the HSE work at NTNU. Offers advice and guidance to the staff member and can provide assistance in the dialogue with the employer. Can participate in the meetings with the employer if the staff member wants them to be present.

The Norwegian Labour and Welfare Organisation [NAV]

Responsible for providing support for employee as well as employer. Pays out sickness benefit after the period covered by the employer has lapsed (i.e. after the initial 16 days). Must suggest relevant measures that can lead to work-related activity.

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The Labour Inspection Authority [Arbeidstilsynet]

Provides guidance and oversees that enterprises undertake prevention work to avoid sickness or injury, and that they have a plan for following up staff member on long-term sick-leave and adapting conditions to their needs.

Measures/benefits

The Norwegian Labour and Welfare Organisation [NAV] can provide various measures/benefits of potential relevance to the integration work. These tend to vary over time, and in order to find correct and up-to-the minute information, we recommend that you access NAV's web pages on [virkemidler](#) [measures/benefits]. Please contact the HSE Section or the Personnel Division if you need more information.

Tasks and duties:

Time	The employee	The line manager	The Norwegian Labour and Welfare Organisation [NAV]/doctor
1st – 8th day of absence	<p>The employee must immediately notify his/her immediate superior of his/her absence:</p> <ul style="list-style-type: none"> • Self-certification • See a doctor no later than on your 9th day of absence from work. Send the doctor's certificate to the line manager • If your absence is related to your work/workplace: inform your unit of this • If partial or active sick-leave is a relevant option, please inform your unit (applies whether the absence is caused by physical or psychological factors) 	<p>Register the absence (self-certification). If the absence lasts for several days: initiate follow-up efforts.</p> <p>- arrange for a dialogue meeting to take place in the near future:</p> <ul style="list-style-type: none"> • Is the absence work-related? • Expected duration? • Possible adaptations? • Possibility of coping with some tasks? 	<p>NAV:</p> <ul style="list-style-type: none"> • In cases of chronic illness or frequent absences related to pregnancy, NAV may pay from the first day of absence (apply to NAV, documentation required). <p>Doctor</p> <ul style="list-style-type: none"> • Medical examination
>6 weeks	<p>Provide information about capability to function and the time perspective of the absence.</p> <ul style="list-style-type: none"> • Contribute towards finding solutions • Be open to the idea of performing different tasks than usual if this can contribute towards a quicker return to work 	<p>Prepare an individual follow-up plan:</p> <ul style="list-style-type: none"> • Assess tasks and working capacity • Relevant adaptations • Follow-up plan 	<p>NAV:</p> <ul style="list-style-type: none"> • Relevant measures/benefits • Ask for follow-up plan <p>Doctor</p> <ul style="list-style-type: none"> • New medical certificate if needed • Continuous assessment of measures

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Time	The employee	The line manager	NAV/doctor
>8 weeks	<p>Stay in touch with the workplace:</p> <ul style="list-style-type: none"> If you have to wait for medical treatment, you should ask NAV to consider buying the health service you require, or to consider free hospital choice If your health prevents you from continuing in your job, you should talk to NAV. They will assist you in drawing up a plan for the future. 	<p>Stay in touch with the staff member on sick-leave.</p>	<p>NAV</p> <ul style="list-style-type: none"> Consider demanding work-related activity Decide on continued right to sickness benefit <p>Doctor</p> <ul style="list-style-type: none"> Write an extended health certificate Decide on basis for continued sickness benefit
>12 weeks	<p>Participate in a dialogue meeting with the line manager (compulsory attendance), unless inadvisable due to medical condition:</p> <ul style="list-style-type: none"> If desirable, doctor or therapist may also participate 	<p>Call a dialogue meeting with the staff member, doctor, HSE Section, etc.:</p> <ul style="list-style-type: none"> Topic: the contents of the follow-up plan and relevant workplace measures Send a written report from the meeting to NAV 	<p>NAV</p> <ul style="list-style-type: none"> Obtain the follow-up plan and receive written report from the meeting. Consider possibilities within NTNU, and outside <p>Doctor</p> <ul style="list-style-type: none"> Participate in the dialogue meeting. Inform the line manager if the meeting is inadvisable due to the employee's medical condition
> 6 months	<p>Participate in the dialogue meeting unless inadvisable due to medical condition.</p> <ul style="list-style-type: none"> If relevant, apply for other benefits, in order to ensure that the application is processed before your right to sick-pay expires at the end of the 52-week-period If relevant, apply for a disability allowance from the Norwegian Public Service Pension Fund [Statens Pensjonskasse] 	<p>Participate in another dialogue meeting:</p> <ul style="list-style-type: none"> Description of implemented in-house measures Evaluation of implemented measures Consider rehabilitation programme 	<p>NAV</p> <ul style="list-style-type: none"> Call a dialogue meeting no later than 6 months into the period. Topic: follow-up plan and possibilities for in-house (NTNU) solutions Consider need for rehabilitation or vocational rehabilitation programme Send information letter <p>Doctor</p> <ul style="list-style-type: none"> Participate in the dialogue meeting if adequate

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Time	The employee	The line manager	NAV/doctor
> 1 year	<p>The sickness benefit period expires and other benefits must have been considered by now:</p> <ul style="list-style-type: none"> • Vocational rehabilitation programme – qualifying • Rehabilitation benefit – if treatment with a prospect of recovery/improvement is continuing. Rehabilitation [attføring] measures can still be initiated • Disability allowance from the National Insurance: relevant if you cannot manage any kind of work. It is normally a requirement that attempts have been made at following a rehabilitation programme 	<p>Maintain contact with the employee for updates on the situation:</p> <ul style="list-style-type: none"> • It is possible to plan for a new position for the employee. Such plans will depend on the employee's health and on his or her plans for getting qualifications, as well as on needs within NTNU. • After one year the employee proceeds to rehabilitation [rehabilitering]. 	<p>NAV</p> <ul style="list-style-type: none"> • The eligibility period for sickness benefit expires • Consider what other benefits the employee is entitled to, and provide guidance and qualification measures.