

A sick employee? The key steps during the first two years of sick leave.

Responsible parties

- Employer
- Employee
- Occupational health service
- Advisor



Employee reports sickness

Reporting sickness

The employee reports the sickness. Report the sickness no later than the 1st working day after the 1st day of sickness on polaris.verzekeringsinzicht.nl

Ensure regular contact with your employee from the moment of sickness and maintain good record keeping. Report any changes immediately

Check absenteeism protocol and no-risk policy or safety net sickness benefit

After the own risk period

Employee salary submission

After the own risk period, you will receive an invitation to submit the employee's salary on polaris.verzekeringsinzicht.nl



Every 6 weeks Evaluation

Discuss progress and adjust the Action Plan.

Week 6

Drafting problem analysis

Action message polaris.verzekeringsinzicht.nl

You will receive an invitation to check and confirm the reporting in polaris.verzekeringsinzicht.nl including uploading the return-to-work report.*

Week 8

Drafting the Action Plan

Note: no medical data

Periodic progress meetings

Week 13 (from)

Early IVA assessment

Week 15

Support with file creation, UWV communication and legal issues.

Week 46

First-year evaluation

Week 42

Reporting sickness to UWV

Action message polaris.verzekeringsinzicht.nl

You will receive an invitation to check and confirm the reporting in polaris.verzekeringsinzicht.nl including uploading the return-to-work report.*

Week 48

Advice: Drafting FML and occupational health investigation in case of uncertainty about return/to doubt about return to own work

Week 8 - 42

Periodic check absenteeism guidance for ill employee



Week 52

First-year evaluation Action Plan

Action message polaris.verzekeringsinzicht.nl

You will receive an invitation to check and confirm the reporting in polaris.verzekeringsinzicht.nl including uploading the return-to-work report.*

Week 55

Start 2nd track

Week 68

Last week possibility for early WGA application

Week 85

Current assessment

Week 88

Information WIA application
Employee receives an invitation from UWV to apply for WIA benefit.

Week 100

Action message polaris.verzekeringsinzicht.nl

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Week 93

Latest date for submitting WIA applications to UWV

Week 104

Decision WIA benefit by UWV



• Depending on the questions, follow-up actions are planned or discussed.