

# 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	
<b>Assessment</b>	<ul style="list-style-type: none"> <li>➢ Repeated short-term sick leave</li> <li>➢ Early signals</li> <li>➢ Employee initiates</li> </ul>	<ul style="list-style-type: none"> <li>➢ Incapacity to carry out regular work – entitled to sick pay</li> <li>➢ Repeated short-term sick leave</li> <li>➢ Adjustments or work travel allowance</li> </ul>	<ul style="list-style-type: none"> <li>➢ Incapacity to carry out regular work – entitled to sick pay and sick leave</li> <li>➢ Occupational measures</li> <li>➢ Adjustments or work travel</li> <li>➢ Occupational injury/ occupational disease</li> </ul>	<ul style="list-style-type: none"> <li>➢ Incapacity to carry out regular, adjusted or temporary work, work travel allowance (FK)</li> <li>➢ Entitled to sick leave</li> <li>➢ Occupational rehabilitation measures</li> <li>➢ Part-time work</li> <li>➢ Transfer</li> <li>➢ Involve occupational health care services?</li> </ul>	<ul style="list-style-type: none"> <li>➢ Incapacity to carry out other work within SU, work travel allowance (FK)</li> <li>➢ Entitled to sick leave</li> <li>➢ Occupational rehabilitation measures</li> <li>➢ Part-time work</li> <li>➢ Relocation</li> <li>➢ Involve occupational health care services?</li> </ul>	<ul style="list-style-type: none"> <li>➢ Incapacity to carry out other work on the labour market (5 exceptions), work travel allowance (FK)</li> <li>➢ Entitled to sick leave</li> <li>➢ Occupational rehabilitation measures</li> <li>➢ Part-time work</li> <li>➢ Relocation</li> <li>➢ Involve occupational health care services?</li> </ul>	<ul style="list-style-type: none"> <li>➢ Incapacity to carry out other work on the labour market (4 exceptions), work travel allowance (FK)</li> <li>➢ Entitled to sick leave</li> <li>➢ Occupational rehabilitation measures</li> <li>➢ Part-time work</li> <li>➢ Relocation</li> <li>➢ Involve occupational health care services?</li> </ul>	<p>The employee is carrying out:</p> <ul style="list-style-type: none"> <li>➢ regular or other work</li> <li>➢ sickness compensation</li> </ul> <p>The responsibility for rehabilitation has been fulfilled.</p>	
<b>Manager's responsibility</b>	<ul style="list-style-type: none"> <li>➢ Be alert for early signals</li> <li>➢ Investigate sick leave and repeated short-term sick leave</li> <li>➢ Preventative rehabilitation meeting</li> <li>➢ Document</li> </ul>	<ul style="list-style-type: none"> <li>➢ Initiate and keep in contact with the employee (no later than day 3)</li> <li>➢ Assess entitlement to sick pay and sick leave</li> <li>➢ Estimate a prognosis for the individual's return to work</li> <li>➢ Plan</li> <li>➢ Document</li> </ul>	<ul style="list-style-type: none"> <li>➢ Keep in contact with the employee</li> <li>➢ Assess entitlement to sick pay and sick leave</li> <li>➢ Medical certificate to the payroll administrator</li> <li>➢ Early efforts – occupational rehabilitation measures; occupational health services etc.</li> <li>➢ Document</li> </ul>	<ul style="list-style-type: none"> <li>➢ Keep in contact with the employee</li> <li>➢ Medical certificate to the payroll administrator</li> <li>➢ Contact HR specialist/advisor at the HR Office (no later than day 20)</li> <li>➢ Request a ref. number from the Registrar (day 30)</li> <li>➢ Return to work plan (no later than day 30)</li> <li>➢ Plan, implement and follow-up occupational rehabilitation measures</li> <li>➢ Document</li> </ul>	<ul style="list-style-type: none"> <li>➢ Keep in contact with the employee</li> <li>➢ Medical certificate to the payroll administrator</li> <li>➢ Plan, implement and follow-up occupational rehabilitation measures</li> <li>➢ Investigate a need for a transfer (with HR)</li> <li>➢ Document</li> </ul>	<ul style="list-style-type: none"> <li>➢ Keep in contact with the employee</li> <li>➢ Medical certificate to the payroll administrator</li> <li>➢ Plan, implement and follow-up occupational rehabilitation measures</li> <li>➢ Investigate a need for a transfer (with HR)</li> <li>➢ Document</li> </ul>	<ul style="list-style-type: none"> <li>➢ Keep in contact with the employee</li> <li>➢ Medical certificate to the payroll administrator</li> <li>➢ Plan, implement and follow-up occupational rehabilitation measures</li> <li>➢ Investigate a need for a transfer (with HR)</li> <li>➢ Document</li> </ul>	<ul style="list-style-type: none"> <li>➢ Closing meeting</li> <li>➢ Formally end the occupational rehabilitation</li> <li>➢ During a transition period:                             <ul style="list-style-type: none"> <li>* Status check</li> <li>* Support as needed</li> </ul> </li> <li>➢ Manage documentation acc. to procedure</li> </ul>	
<b>Employee's responsibility</b>	<ul style="list-style-type: none"> <li>➢ Actively participate in their rehabilitation</li> <li>➢ Perform in their work</li> </ul>	<ul style="list-style-type: none"> <li>➢ Sickness notification to the manager (day 1)</li> <li>➢ Actively participate in their rehabilitation</li> </ul>	<ul style="list-style-type: none"> <li>➢ Medical certificate to the manager (day 8)</li> <li>➢ Actively participate in their rehabilitation</li> </ul>	<ul style="list-style-type: none"> <li>➢ Medical certificate to FK and a copy to the manager</li> <li>➢ Actively participate in their rehabilitation</li> </ul>	<ul style="list-style-type: none"> <li>➢ Medical certificate to FK and a copy to the manager</li> <li>➢ Actively participate in their rehabilitation</li> </ul>	<ul style="list-style-type: none"> <li>➢ Medical certificate to FK and a copy to the manager</li> <li>➢ Actively participate in their rehabilitation</li> </ul>	<ul style="list-style-type: none"> <li>➢ Medical certificate to FK and a copy to the manager</li> <li>➢ Actively participate in their rehabilitation</li> </ul>	<ul style="list-style-type: none"> <li>➢ Formally end the occupational rehabilitation</li> <li>➢ Perform in their work</li> </ul>	
<b>Tools</b>	<ul style="list-style-type: none"> <li>➢ Preventative rehabilitation meeting (template and guide)</li> <li>➢ Risky or harmful use</li> <li>➢ Report in Primula on sickness over the last 12 months (guide)</li> <li>➢ Notes template</li> </ul>	<ul style="list-style-type: none"> <li>➢ Contact call (guide)</li> <li>➢ Report in Primula on sickness over the last 12 months (guide)</li> <li>➢ Rehabilitation calendar</li> <li>➢ Notes template</li> </ul>	<ul style="list-style-type: none"> <li>➢ Contact call (guide)</li> <li>➢ Rehabilitation – Information sheet for employees</li> <li>➢ Rehabilitation calendar</li> <li>➢ Notes template</li> </ul>	<ul style="list-style-type: none"> <li>➢ Contact call (guide)</li> <li>➢ Return to work plan</li> <li>➢ List of work assignments, planning part-time work</li> <li>➢ Status checks (guide)</li> <li>➢ Rehabilitation calendar</li> <li>➢ Notes template</li> </ul>	<ul style="list-style-type: none"> <li>➢ Contact call (guide)</li> <li>➢ Return to work plan</li> <li>➢ List of work assignments, planning part-time work</li> <li>➢ Status checks (guide)</li> <li>➢ Rehabilitation calendar</li> <li>➢ Notes template</li> </ul>	<ul style="list-style-type: none"> <li>➢ Contact call (guide)</li> <li>➢ Return to work plan</li> <li>➢ List of work assignments, planning part-time work</li> <li>➢ Status checks (guide)</li> <li>➢ Rehabilitation calendar</li> <li>➢ Notes template</li> </ul>	<ul style="list-style-type: none"> <li>➢ Contact call (guide)</li> <li>➢ Return to work plan</li> <li>➢ List of work assignments, planning part-time work</li> <li>➢ Status checks (guide)</li> <li>➢ Rehabilitation calendar</li> <li>➢ Notes template</li> </ul>	<ul style="list-style-type: none"> <li>➢ Contact call (guide)</li> <li>➢ Return to work plan</li> <li>➢ List of work assignments, planning part-time work</li> <li>➢ Status checks (guide)</li> <li>➢ Rehabilitation calendar</li> <li>➢ Notes template</li> </ul>	<ul style="list-style-type: none"> <li>➢ Conversational template, the end of rehabilitation</li> <li>➢ Status checks (guide)</li> <li>➢ Procedure for documentation in rehabilitation cases</li> </ul>
<b>Compensation</b>	<ul style="list-style-type: none"> <li>➢ Salary</li> </ul>	<ul style="list-style-type: none"> <li>➢ Sick pay</li> </ul>	<ul style="list-style-type: none"> <li>➢ Sick pay</li> </ul>	<ul style="list-style-type: none"> <li>➢ Sickness benefit/ Rehabilitation benefit (FK)</li> <li>➢ Sickness benefit supplement (Villkorsavtalet)</li> </ul>	<ul style="list-style-type: none"> <li>➢ Sickness benefit/ Rehabilitation compensation (FK)</li> <li>➢ Sickness benefit supplement (Villkorsavtalet)</li> </ul>	<ul style="list-style-type: none"> <li>➢ Sickness benefit/ Rehabilitation compensation (FK)</li> <li>➢ Sickness benefit supplement (Villkorsavtalet)</li> </ul>	<ul style="list-style-type: none"> <li>➢ Sickness benefit at continuation or normal level/rehabilitation compensation (FK)</li> <li>➢ Sickness benefit supplement (Villkorsavtalet)</li> </ul>	<ul style="list-style-type: none"> <li>➢ Salary</li> </ul>	
<b>Other parties</b>	<ul style="list-style-type: none"> <li>As needed:</li> <li>➢ HR</li> <li>➢ Occupational health services</li> <li>➢ Union representative or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>As needed:</li> <li>➢ HR</li> <li>➢ Occupational health care services</li> <li>➢ Union representative or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>➢ Payroll Administrator</li> <li>As needed:</li> <li>➢ HR</li> <li>➢ Occupational health care services</li> <li>➢ Union rep. or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>➢ HR</li> <li>➢ Occupational health care services</li> <li>➢ Doctor</li> <li>➢ Försäkringskassan</li> <li>➢ Payroll Administrator</li> <li>➢ Union rep. or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>➢ HR</li> <li>➢ Occupational health care services</li> <li>➢ Doctor</li> <li>➢ Försäkringskassan</li> <li>➢ Payroll Administrator</li> <li>➢ Union rep. or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>➢ HR</li> <li>➢ Occupational health care services</li> <li>➢ Doctor</li> <li>➢ Försäkringskassan</li> <li>➢ Payroll Administrator</li> <li>➢ Union rep. or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>➢ HR</li> <li>➢ Occupational health care services</li> <li>➢ Doctor</li> <li>➢ Försäkringskassan</li> <li>➢ Payroll Administrator</li> <li>➢ Union rep. or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>➢ HR</li> <li>➢ Occupational health care services</li> <li>➢ Doctor</li> <li>➢ Försäkringskassan</li> <li>➢ Payroll Administrator</li> <li>➢ Union rep. or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>As needed:</li> <li>➢ HR</li> <li>➢ Union rep. or equivalent</li> </ul>