

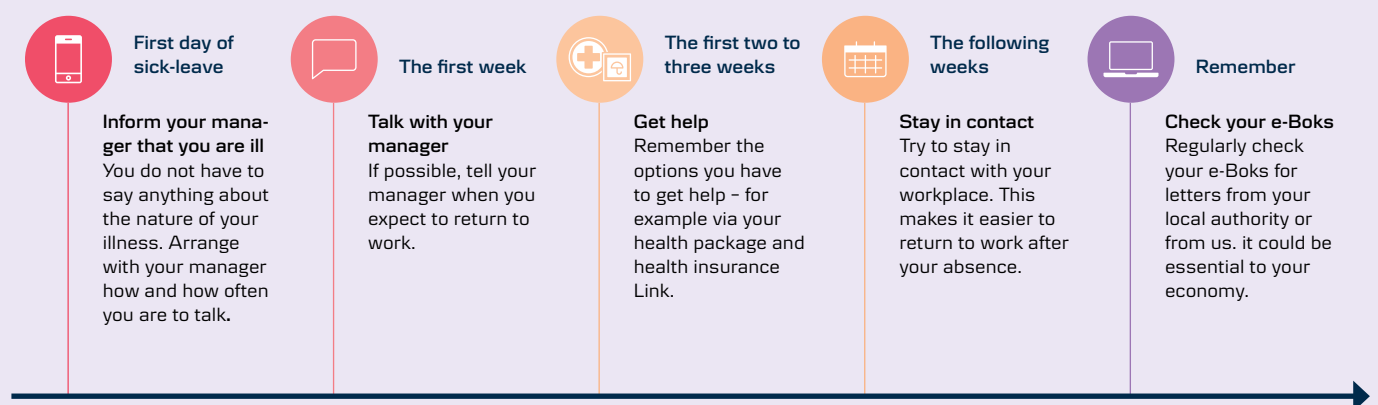


If you are reported absent due to illness

This folder gives you tips and advice on what to do when you have been reported absent due to illness. When your doctor has advised you to be reported absent due to illness, you need to tell your employer. You do not have to say anything about the nature of your illness. All you have to say is that your doctor has advised you to be reported absent due to illness for a period of time. Your employer may demand to see a medical certificate, which you can get from your doctor.

What should you remember when you are reported absent due to illness?

We have made a timeline showing what typically happens when you are reported absent due to illness - and what to be aware of.



Talk with your manager

It is important that you stay in contact with your manager throughout your period of illness. Agree early on how and how often you are to talk. It is your manager's responsibility to arrange these talks.

What can you and your manager talk about?

The purpose of the talks is to ensure that you stay in contact with your workplace. This will make it easier to return to work when you recover.



Is your manager allowed to contact you while you are ill?

Yes, your manager is allowed to contact you during your absence due to illness. If you feel that your manager is pressuring you too much or calling too often, it is important that you say so. Trust that your manager has the best intentions and can help you on the road to recovery.

What questions are your manager allowed to ask?

You are under no obligation to say anything about the nature of your illness, and your manager is not allowed to ask about your illness or diagnosis. Below are some examples of what your manager might ask you.

- Is there anything your colleagues and I can do to help you return to work?
- What would you like me to tell the team?
- Is there anything you do not want the team to know?
- Do you have an idea of how long you expect to be absent?
- When should we have our next talk?
- If you cannot remember all your tasks, trust that your manager will take care of it.

Fit for work certificate

If you are ill, your manager is allowed to ask for a fit for work certificate. This certificate is used if your manager is uncertain what considerations should be made in relation to your health in order for you to return to work full-time or part-time. The fit for work certificate consists of two parts. The first part

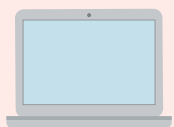
describes what tasks you are to perform and when you can return to work. This part must be completed by your manager and you. The second part of the certificate must subsequently be completed by your doctor to obtain a medical assessment of when and how you can return to work.



Sickness absence interview

It is your manager's responsibility to invite you to a sickness absence interview or talk. The purpose is to discuss when and how you can return to work. For example, it may be relevant to discuss whether you need a change in working hours or special considerations such as a change in tasks, the right to take rests or work from home.

This interview must be held within four weeks of your first day of sickness absence. It must be held even if you and your manager have already set a date for your return to work.



Remember to check your e-Boks regularly

While you are absent due to illness, it is particularly important that you check your e-Boks regularly. In a worst-case scenario, you could lose your right

to public sickness benefits if you fail to return the information form to your local authority on time.

If you need treatment

We can help you get treatment via your health package and your health insurance. Call us on +45 70 25 02 03 or report your claim at <https://danicapension.dk/en/personal/he->

[alth-and-insurances/treatment-and-injury/health-insurance](#). Our Healthcare Managers are ready to help you with tips and guidance.

