



## Netherlands: Sick Leave Policy

Sick leave is unfortunate and can happen to any Workmate. This Policy (the “Policy”) sets out our procedures for sick leave including reporting sick leave, Company sick pay and providing support for returning to work.

### Sickness and Sick Leave Reporting

As defined in Article 7:629 of the Dutch Civil Code (BW), sickness means that you are not able to perform or fully perform the work as per your employment contract.

During this event, **you should inform your People Leader as soon as possible** via any means possible i.e.: phone call, email, text message. You or your manager should record as soon as possible the leave into Workday (Workday > Request Time-off > select the day(s) of your absence and elect "NLD Sick leave")

Workday aims to work together with Workmates in supporting their recovery and transition back to the workplace with the support of the occupational health service (OHS), Arbomed. For that reason, Workday follows closely up on short-term as well as long-term sickness. Your People Leader will be involved in the process at an early stage to create awareness and to check if any preventive action should be taken.

### Sickness Absence Guidance

Every Workmate who fall sick should inform their People Leader from day 1 and record when possible their absence on Workday.

The P&P team will be in charge of informing Arbomed of the sick leave. Please expect a call from Meijers Vitaal as they also need to check if any support would be needed for you.

In case of (long term) sick leave leading to a formal reintegration (in Dutch ‘re-integratie’) this is done in a set time frame and in line with the Dutch legislation. The six steps of the Eligibility for Permanent Incapacity Benefit (Restrictions) Act (‘Wet Verbetering Poortwachter’) are:

Week 1	Calling in Sick	by Workmates
Week 1 - 6	Formal Problem Analysis & Advice on Reintegration	by Company Doctor
Week 1 - 8	Plan of Action	by Workday and Workmate
Week 42	Notifying Employee Insurance Agency (the ‘UWV’)	by Workday
Week 52	1st year evaluation	by Workday and Workmate

Week 91	End evaluation	by Workday and Workmate
Ultimately week 93	Request WIA	in collaboration with OHS

During sick leave both you and your People Leader should do everything to make sure that you become fit for work again. The support will start from day one if required and long-term sick leave is customised to your needs, restrictions and capabilities.

A back to work action plan ('Plan van Aanpak') detailing how you can resume work will be written and signed by both parties. It could include and is not limited to working only a few hours a day and gradually adding an hour a day; adjusting responsibilities and tasks or adjusting working conditions. Progress of the work action plan will be evaluated every 6 weeks.

If you do not agree with the suggested plan, you are free to ask for a second opinion from another occupational health physician (free of charge, provided you contact Arbomed (see below) to make the necessary arrangements in this respect) and/or to request an expert opinion "deskundigenoordeel". You can apply for this expert opinion on UWV.nl (there is a fee applicable of 100€ at your expense).

If returning to your current role is not possible, Workday could look at redeployment opportunities or can engage with a reintegration agency if needed.

### **Sick pay**

During sick leave you will continue to receive your base salary from day 1 at 100% for the first 52 weeks. This period is logged on Workday as 'NLD Sick Leave'.

For weeks 53 to 104, you will be paid at 70% of your base salary. This period is logged on Workday as 'NLD Sick Leave Reduced Pay'.

In addition to NLD Sick Leave and NLD Sick Leave Reduced Pay, Workday will pay any mandatory holiday allowance. However, the above only applies if and to the extent that according to the requirements of article 7:629 of the Dutch Civil Code Workday is under the obligation to pay the above-mentioned salary.

Any variable pay will be paid as per internal policies.

### **Sick leave and Annual leave**

By law the holiday entitlement accrual for Annual Leave fully continues. Regarding Additional Leave, you will accrue entitlement only over the last six months over which no labour was performed. When there's partial sick leave the full Additional Leave build up is applicable.

Any Annual Leave carry over accrued will remain to have the regular expiration date in the next year(s) unless Workday or the extremeness of the illness (i.e., a coma) prevented you to take PTO. Then the carryover can have a five-year expiration.

Regular holiday leave is separate from Dutch national holidays, which are both paid if they fall on a weekday.

During sick leave you are entitled to take PTO days if you are going away or on holidays as long as this is approved by Workday and not advised against by the occupational health physician. In this case, we will require that you book full days of PTO on Workday.

If you fall ill during your PTO (i.e., you were not on sick leave already when taking the PTO), the PTO days could be adjusted if a sick note provided by a medical expert is provided to the P&P team via Service Hub.

### **Car allowance/ Car Lease Plan during sick leave**

If you are entitled to a car allowance or a car lease plan and in the event of sickness or inactivity for whatever reason for a period exceeding six (6) months, Workday is entitled to stop the monthly allowance or return the company car to Workday without being entitled to any compensation in lieu.

### **Keeping in contact during sickness absence**

If you have any concerns while absent on sick leave, whether about the reason for your absence or your ability to return to work, you should feel free to contact your People Leader at any time.

### **Unauthorised absence**

Should you fail to notify us of your absence as outlined above which includes informing the manager of the illness no later than on the second day of your absence at work (failure to meet this deadline may be justified by extraordinary circumstances only (e.g., bedridden disease combined or other fortuitous event)), it will be treated as unauthorised. Cases of unauthorised absence may be dealt with under our Disciplinary Procedure.

If you do not report for work and have not telephoned your manager or local contact, we will try to contact you, by telephone and in writing if necessary. This should not, however, be treated as a substitute for reporting sickness absence.

### **Occupational health contact and additional information:**

Below are the occupational health company details:

#### **Meijers Vitaal**

Telefoon: +31 (0)20 800 05 38 (option 1 / 'Verzuimcoordinator')

E-mail: [info@meijersvitaal.nl](mailto:info@meijersvitaal.nl)

If you have any additional questions, you can also contact the P&P team via Service Hub or on P&P compass

**Policy**

This Policy does not form: (i) part of any employee's contract of employment; and/or (ii) any other extra-statutory right or entitlement of the employees; and Workday reserves the right to vary, amend or withdraw this Policy as may be necessary from time to time.