

Checking an employee who is ill abroad

A checklist

1. Draw up absenteeism rules which incorporate at least the following aspects:
 - a. If an employee becomes ill while abroad, within three days that employee must report to the supervising doctor of the local social security offices in the country in which the employee is currently located. This doctor must determine the employment disability of the employee and then issue his or her opinion about the medical suitability or otherwise for travelling. A list may be requested from the UWV detailing the verification bodies in a large number of countries.
 - b. The employer is also empowered to have the employee examined by a (local) doctor of its choice.
 - c. The employee is obliged to submit the examining doctor's medical declaration to the employer as quickly as possible.
 - d. Set conditions governing the form and content of the medical declaration, for example that it needs to be clearly legible, must be drawn up in English and that it contains an opinion as to whether the illness forms a hindrance to the agreed work, the estimated duration of the illness and the ability to travel etc.
 - e. Oblige the employee to report immediately to be examined by the company doctor on return to the Netherlands.
 - f. Include sanctions for cases where absenteeism provisions in the illness absenteeism rules are not observed, for example a salary suspension.
2. Get the employee to sign for having received and agreed to the illness absenteeism rules.