



Procedure Sick Leave

Location De Lier, De Kwakel, Kudelstaart and Aalsmeer

In case of partial/full incapacity for work (illness) of an employee, we expect the following from employee and manager:

- The employee reports sick to the direct manager and the reception of location 1 (0174-530100) before the start of the working day, but not later than 09:00 o'clock.
- The manager keeps in contact with the employee during the sick leave, to show interest in the well-being of the employee and to ask the employee when he/she thinks he/she can start working again.
- The Occupational Health Service ('Arbodienst') will contact the employee around the third day of the absenteeism.
- The employee reports both to the manager as well as the reception that he/she is (partial) recovered and will start working again.
- If it is expected that the absenteeism will take longer then one week the manager can contact HR to talk about the further actions needed.

Location Lisse

In case of partial/full incapacity for work (illness) of an employee, we expect the following from employee and manager:

- The employee reports sick to the direct manager before the start of the working day, but not later than 09:00 o'clock.
- The manager keeps in contact with the employee during the sick leave, to show interest in the well-being of the employee and to ask the employee when he/she thinks he/she can start working again.
- The Occupational Health Service ('Arbodienst') will contact the employee around the third day of the absenteeism.
- The employee reports to the manager that he/she is (partial) recovered and will start working again.
- If it is expected that the absenteeism will take longer then one week the manager can contact HR to talk about the further actions needed.

Location Noordwijkerhout

In case of partial/full incapacity for work (illness) of an employee, we expect the following from employee and manager:

- The employee reports sick to the direct manager and the financial administration (0252-370300) before the start of the working day, but not later than 09:00 o'clock.
- The manager keeps in contact with the employee during the sick leave, to show interest in the well-being of the employee and to ask the employee when he/she thinks he/she can start working again.
- The Occupational Health Service ('Arbodienst') will contact the employee around the third day of the absenteeism.
- The employee reports both to the manager as well as the financial administration that he/she is (partial) recovered and will start working again.



- If it is expected that the absenteeism will take longer than one week the manager can contact HR to talk about the further actions needed.

Location 't Zand

In case of partial/full incapacity for work (illness) of an employee, we expect the following from employee and manager:

- The employee reports sick to the direct manager and administration (Sandy, by e-mail or WhatsApp) before the start of the working day.
- The manager keeps in contact with the employee during the sick leave, to show interest in the well-being of the employee and to ask the employee when he/she thinks he/she can start working again.
- The Occupational Health Service ('Arbodienst') will contact the employee around the third day of the absenteeism.
- The employee reports both to the manager as well as the administration (Sandy, by e-mail or WhatsApp) that he/she is (partial) recovered and will start working again.
- If it is expected that the absenteeism will take longer than one week the manager can contact HR to talk about the further actions needed.

Location Monster

In case of partial/full incapacity for work (illness) of an employee, we expect the following from employee and manager:

- The employee reports sick to the direct manager and Ingrid van Leeuwen (0174 – 639092) before the start of the working day, but not later than 09:00 o'clock.
- The manager keeps in contact with the employee during the sick leave, to show interest in the well-being of the employee and to ask the employee when he/she thinks he/she can start working again.
- The Occupational Health Service ('Arbodienst') will contact the employee around the third day of the absenteeism.
- The employee reports both to the manager as well as Ingrid van Leeuwen (0174 – 639092) that he/she is (partial) recovered and will start working again.
- If it is expected that the absenteeism will take longer than one week the manager can contact HR to talk about the further actions needed.