



# Getting the basics in order

## In the employment relationship, what aspects should be in order?

- Make sure the employment contract, work shifts and holidays are in order, clear and in compliance with the working time regulations.
- Say if you observe any work risks related to work ability and occupational safety. Be sure to also bring up any matters that negatively affect the day-to-day work.
- Make sure you receive sufficient and continuous orientation.
- Make sure the practices related to occupational health services are clear to you.

**Arranging occupational healthcare is the employer's statutory obligation.** Statutory occupational healthcare is mostly preventative advice and monitoring. It does not include medical services.

### Occupational health care, among other things:

- Examines and assesses the employee's state of health and work ability.
- Examines and assesses the health and safety of the work and working conditions.
- Offers advice and guidance.
- Provides referrals for follow-up measures as required.

The employee may undergo a health examination at the start of the job. The examination is carried out particularly in the case of an assistant who performs night work. Ask your employer about a health examination before you start working.

## Falling ill

We all get sick sometimes. That is why the procedure to follow in case of illness is agreed on right at the start of the employment relationship. For instance, you should agree on how the employer should be informed of an absence due to illness and when a sick note is needed.

An employee's paid sick leave consists of the first day of illness + 9 workdays if these days would have been the employee's workdays according to the shift schedule, employment contract or regular working hours. After that, the employee must determine their income on their own, for instance, with Kela.

### What if absences due to illness are recurring or prolonged?

- Tell your employer if there are matters that are negatively affecting your day-to-day work and occupational safety and which are already showing as sick leave. Use the 'Smooth everyday life' discussion template in the discussion if necessary.
- If illness is negatively affecting your work ability, you can make an appointment with an occupational health nurse on your own initiative or on the employer's instruction.
- The occupational health nurse will, if necessary, refer you to an occupational health physician, who will assess your work ability and plan options for returning to work and continuing at work together with you.
- If necessary, an occupational health negotiation involving the employee, employer and occupational healthcare can be arranged.