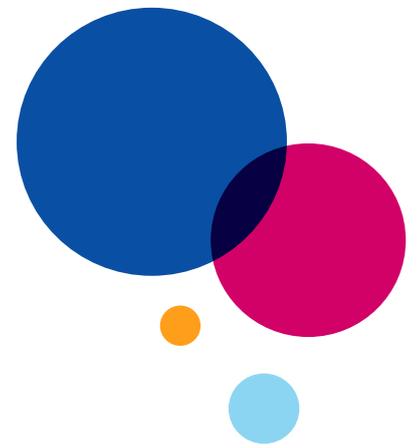


Illnesses



We all get sick sometimes. That is why it is a good idea to agree on the procedure to follow in case of illness 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.

Reporting absences due to illness, and pay during sick leave

- According to the Heta Union's guidelines, the employee should submit a sick note on their fourth sick day. The employer may, however, require proof of illness even before then, for instance, on the first day of sick leave.
- The employer must submit information about the sick leave to payroll accounting. 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.
- You can contact services for the disabled if you are in need of a substitute assistant due to your assistant's sick leave.

What if absences due to illness are recurring or prolonged?

- Discuss recurring and/or prolonged absences with your employee.
- Use the 'Smooth everyday life' discussion template in the discussion if necessary.
- If illness is negatively affecting your employee's work ability, they can make an appointment with an occupational health nurse on their own initiative or on the employer's instruction.
- The occupational health nurse will, if necessary, refer the employee to an occupational health physician, who will assess the employee's work ability and plan options for returning to work and continuing at work together with the employee.
- If necessary, an occupational health negotiation involving the employee, employer and occupational healthcare can be arranged.

You can also find up-to-date information from services for the disabled and the Heta Union's website.

This material is part of Varma's work ability support material. How can I succeed as an employer of a personal assistant?
Part 6b: Illnesses

Read more: varma.fi/henkilokohtainenapu