

## Form for falling ill on holiday abroad

(English)

### Introduction

Have you fallen ill abroad? Then you need to call in sick to your line manager or your job coach (if you are a contractor) within 24 hours. You must remain in contact with your manager during the period of sickness absence.

You are also required to obtain a sick certificate from an official institution or independent doctor in that country.

The doctor of that institution or independent doctor will make a diagnosis pertaining to your sickness. This must be written legibly in the English or French language.

This sick certificate should state:

- The nature and expected duration of the illness
- The date on which you became sick
- What treatment has been prescribed
- Whether you are fit to travel
- The doctor's address, telephone number, fax number, and/or email address.

Please, provide a copy of any prescription you have been given for medication. You can find the form on the website of Spaarne Werkt: [www.spaarnewerkt.nl](http://www.spaarnewerkt.nl).

The doctor should email the completed form to [arbo@spaarnewerkt.nl](mailto:arbo@spaarnewerkt.nl) for the attention of the company doctor as soon as possible.

Your line manager will contact you within two working days to discuss the Paswerk company doctor's assessment with you in terms of whether or not you are fit for work. The company doctor will also indicate whether or not you are expected to travel.

As soon as the attending physician, institution, or company doctor assesses you as being well enough for the return journey to the Netherlands, you are obliged to comply. Report to your line manager immediately on your return. Your line manager will ensure you are seen by the company doctor.

It is important that you comply with these regulations. Failing to comply with these regulations could have legal consequences in terms of employment law.

We wish you a speedy recovery and safe journey home!

**Medische verklaring / Medical certificate / Certificat médical**

Spaarne Werkt  
FAO: Occupational Health Physician  
Spieringweg 835  
NL - 2142 ED CRUQUIUS  
E-mail: [arbo@spaarnewerkt.nl](mailto:arbo@spaarnewerkt.nl)

**In te vullen door de medewerker / To be completed by the employee / A remplir par l'employé**

Name:

Date of birth:

Full residential address during period of sickness absence:

Fax number and telephone number for contact and correspondence:

**In te vullen door de arts / To be completed by the doctor / A remplir par le médecin soignant**

1e ziekte dag / 1st day of sickness / 1er jour de maladie:

Wat is de klacht? / What are the symptoms? / Quels sont les symptômes?

Diagnose van de arts / Doctor's diagnosis / Diagnostic du médecin soignant:

Handtekening en stempel van de arts / Doctor's signature and stamp / Signature et tampon du médecin soignant

**In te vullen door de bedrijfsarts / To be completed by the company doctor / A remplir par le médecin d'entreprise**

Signature of company doctor:

Your line manager will contact you within two working days of submitting this email.