

Rehabilitation work – Manager and HR checklist

Early and continuous contact with the co-worker/doctoral student

- Make early contact with the co-worker/doctoral student who is on sick leave once a doctor's certificate has been received, day 15 of the period of illness at the latest.
- Maintain continuous contact throughout the entire period of sick leave.

Inform the co-worker/doctoral student about roles and responsibilities

- Inform the co-worker about roles and responsibilities for the employer-co-worker/doctoral student, respectively.
- It is the co-worker's immediate manager (with assistance from HR), who is responsible for the rehabilitation, i.e. deciding on and implementing rehabilitation measures and work adaptation.
- The co-worker/doctoral student is obliged, depending on the health status, to actively participate in his/her own rehabilitation.

Confidentiality and consent

- As an employer, you have a duty of confidentiality and may not contact care providers or other bodies without the co-worker's written consent.
- Do not communicate the co-worker's/doctoral student's name and personal details in emails.
- The employer is not automatically entitled to know the reason for sick leave. However, the co-worker must give sufficient information about his/her health status to enable joint planning of rehabilitation and appropriate rehabilitation measures.

Establish a Plan for return-to-work (Försäkringskassan's form – the Swedish Social Insurance Agency)

- A plan for return-to-work must be established within 30 days at the latest when the co-worker/doctoral student is expected to be away from work, wholly or partly, for more than 60 days.
- The plan is established together with the co-worker/doctoral student. If it is not possible to establish a plan within 30 days, owing to the co-worker's health, it has to be established as soon as it is practically possible.
- The plan will include the rehabilitation measures and temporary work adaptations that the manager and co-worker/doctoral student jointly agree on, e.g. restriction of work tasks, other work tasks and adaptations in terms of work environment and working hours.
- Use Försäkringskassan's form, *Arbetsgivarens plan för återgång i arbete*.

Regular rehabilitation meetings to follow up the return to work

- The responsible manager shall call the co-worker/doctoral student to regular rehabilitation meetings to follow up the return to work and update the Plan for return-to-work.
- Closer monitoring is usually needed at the start when the co-worker is returning to work and when the co-worker/doctoral student increases his/her working hours.



- Meetings are to be arranged by immediate manager/supervisor and HR administrative officer. The co-worker/doctoral student is entitled to have another person present for support if he/she so wishes, e.g. a union representative or a close family member.

If the co-worker cannot return to his/her regular work

- If it stands clear that the co-worker cannot return to his/her regular work, the department/equivalent unit has to investigate the possibilities of a transfer to other appropriate work tasks at the department/equivalent unit.
- If no appropriate tasks/work can be offered at the department, the HR office's Negotiation unit can be contacted. Briefly describe which tasks are appropriate and attach the co-worker's CV. The Negotiation unit then sends out an enquiry to all KI departments.
- If there is no appropriate work at any KI department, the employment may have to be brought to an end. Consult the HR office's Negotiation unit.
- For doctoral students: the supervisor and, where relevant, manager need to assess, jointly with the doctoral student, whether it is possible to achieve an intermediate goal, e.g. a licentiate degree.

If the co-worker is not awarded sickness benefit

- If Försäkringskassan does not award sickness benefit, the co-worker/doctoral student has to register immediately as a jobseeker with the Swedish Public Employment Service. This is necessary in order to receive unemployment benefit (a-kassa) and to retain the sickness benefit qualifying income (SGI).
- It is the co-worker/doctoral student who is to request any review of Försäkringskassan's decision, possibly with the support of a new doctor's certificate.

Document the entire rehabilitation work

- Document all rehabilitation meetings, work adaptations, rehabilitation measures and, where relevant, transfer investigations. Telephone and email communications are to be documented if they are relevant to the rehabilitation.

Fulfilment of rehabilitation responsibilities

- The employer must be able to demonstrate that all possibilities of rehabilitation are exhausted; that necessary adaptations and rehabilitation initiatives have been implemented and that possibilities for transfer at the whole of KI have been investigated.
- The employer has fulfilled its rehabilitation responsibilities only when it is clear that a co-worker cannot carry out any work of significance for the employer.

Further reading

- Read more on the Staff Portal and in *Rehabilitation – Guidelines*.
[Work adaptation and rehabilitation | Staff Portal | Karolinska Institutet](#)