

Reintegration process

What do you need to know as an employee?

The reintegration process aims to **promote the return to work** of employees who are unable to work and can no longer perform their agreed duties. This is achieved by offering them, either temporarily or permanently, adapted work or other work.

Please note: if the incapacity for work is the result of an accident at work or an occupational illness, the case must be consolidated before a pathway can be launched.

When can a reintegration programme be initiated?

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| Employee or their attending physician | During the period of incapacity for work, regardless of its duration. |
| Employer | <ul style="list-style-type: none"> • During the period of incapacity for work, regardless of its duration, WITH your consent • If occupational health services have determined that you have the potential to work. * <p>This assessment of your ability to work must be carried out when you have been unable to work for at least 8 weeks.</p> |

To whom should the request for a return-to-work programme be addressed?

It must be sent **to the company's External Prevention Service**. Once the request has been received, the occupational physician will inform the other party, as well as the mutual insurance company's medical advisor.

What decisions can the occupational physician make?

The occupational physician must communicate their decision within **49 calendar days of the day after the request is received**.

Based on the medical examination, the medical file and knowledge of the workplace, they may take one of the following decisions (**3 possibilities**) listed on the Return to Work Assessment Form (FER).

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| A | <p>Temporary unfitness: you will eventually be able to return to the agreed work, if necessary with an adaptation of the workplace AND in the meantime, adapted work or other work with the employer is possible.</p> <ul style="list-style-type: none"> ① The occupational physician determines the terms and conditions of the adapted work/other work. ① The employer examines the specific possibilities for adapted work. ① The employer consults with the occupational physician and with you – and, where applicable, with other persons who can contribute to the success of the reintegration – to draw up a reintegration plan ① The employer has 63 calendar days from the day after receiving the FER to draw up this reintegration plan (or write a reasoned report if adapted work/other work is not possible) and submit it to you. |
| B | <p>Permanent incapacity: you are permanently unable to perform the agreed work. Adapted work or other work with the employer is possible.</p> <ul style="list-style-type: none"> ① The occupational physician determines the terms and conditions of the adapted work/other work ① If you do not appeal against the decision, the employer will examine the practical possibilities for adapted work. ① The employer will draw up a reintegration plan in consultation with the occupational physician and with you – and, where applicable, other persons who can contribute to the success of the reintegration. ① The employer has six months from the day after receiving the FER to draw up this reintegration plan (or write a reasoned report) and submit it to you. |
| C | <p>It is not possible, for medical reasons, to carry out a reintegration assessment at this time.</p> <ul style="list-style-type: none"> ① The process is complete and a new request may be submitted no later than three months after the decision, unless the occupational physician has good reason to change this deadline. |

What happens if you do not attend the appointment?

If you do not attend the appointment, it will be considered an absence. We are obliged to invite you again.
If you do not attend the second appointment, we will inform the mutual insurance company's medical adviser.
If you do not attend the third appointment, the process will be considered complete. We will inform your employer and the medical adviser of the health insurance fund.

Please note that as a result of these absences, you may be penalised by the medical adviser in accordance with the legislation on compulsory health insurance and benefits.

Who is responsible for the costs associated with the return journey?

The costs are borne by the employer, even if you are the one who requested the journey.

Can you appeal against the occupational physician's decision?

Yes, but **only** if you have been declared permanently unfit for work (**decision 'B'**).

How? By sending a registered letter to the social inspector and your employer within 21 calendar days of the day after you receive the return-to-work assessment form. The social inspector will then consult with the occupational physician and your general practitioner and make a decision within 42 calendar days.

Is your employer obliged to offer you adapted work/other work in the event of an 'A' or 'B' decision?

No. If, after consultation, they consider that this is technically or objectively impossible, or that it cannot be required for duly justified reasons, your employer is not obliged to offer a plan. However, they must justify this in a report that they must give to you and the occupational physician.

You are thinking of returning to work but believe that adapted work/a workstation would be necessary: are you obliged to follow the legal procedure?

No. It is always possible to avoid the formal reintegration process.

If you intend to return to work, you can always meet with the occupational physician for a "pre-return visit". You can contact the occupational health service directly to make an appointment. The occupational physician **will not make a decision about your fitness for work**, but will discuss with you what would be necessary (different job/adapted job) to enable you to return to work in the best possible conditions. The occupational physician's recommendations will enable you to enter into consultation with your employer, in which the occupational physician may be involved.

* Assessment of work potential

This obligation applies to workers whose incapacity for work began on or after 1 January 2026.

When a worker's incapacity reaches at least 8 weeks, the employer must ask the occupational health service to assess their work potential. The occupational physician and nursing staff determine work potential based on the information available to them about your state of health and a questionnaire that you will have been asked to complete.

If this assessment shows that you have the potential to work, the occupational health service will inform you.