



For the attention of workers who have been unfit for work

Dear Sir or Madam,

We learned through your employer that you have been unfit for work for a period of four weeks or more. **First of all, we wish you a speedy recovery!**

In the context of the legislation on the reintegration of workers unfit for work, we would like to inform you through this channel about the help your occupational physician can provide to resume work, at the right time.

This could possibly complement the help you may get through your attending physicians, employer and health insurance.

There are four possible situations:

1. You're **ready to resume work quickly** in the same way as before. This is good news, and we wish you a successful return.
2. Your state of health **does not yet allow** you to consider a **resumption of work**. We wish you a speedy recovery. You can always contact us at a later time if you wish.
3. You're **considering a resumption of work** and you think you **need some adaptations** to your work or workstation.

What can you do?

- Contact first your employer or your manager to discuss this.
- You can also, if you deem this necessary, request additional advice from your occupational physician and request an appointment prior to the resumption of work (also called informal reintegration programme).

What does an appointment prior the resumption of work or an informal reintegration process imply?

You notify your occupational physician of your medical problems before the effective resumption of work. The occupational physician then has time to discuss with you which measures he/she might deem relevant for a smoother resumption of work (cf. adaptation of the workstation, other work or other working conditions).

In this case the occupational physician **will not make a decision on your fitness for work**.

4. You **don't know whether you are able to resume work, even with adapted or other work**.

What can you do?

- We advise you to first discuss this with your GP (attending physician).
- If you want to (not obligatory), you can contact us to start a reintegration programme.
- You can opt for an informal reintegration programme (see above) or a formal reintegration programme.



What does a formal reintegration programme imply?

- In the event of a formal reintegration programme, the occupational physician, in consultation with you, will assess whether you can resume work with adapted or different work. The occupational physician will assess whether you are temporarily or permanently unfit for work for the agreed work. In addition, the occupational physician will determine what the modalities might be for an adapted or different work.
This is a more formal process than the visit prior to the resumption of work.
- *In other words, you don't need to request a reintegration programme if you think you'll be able to resume your normal job. You only need to request it if you think the only way you'll be able to return is with adapted or different work.*

If you want any support of the occupational physician, please contact us via – MyPrevention@securex.be.

Important additional information

After 8 consecutive weeks of incapacity for work, your employer is required to request **an assessment of your work potential**. You will then receive a questionnaire to complete. Based on your answers and your medical file, we will determine whether you may be able to return to work.

If this is the case, your employer may initiate a formal reintegration procedure no later than 6 months after the start of your incapacity for work. This obligation applies to employers with more than 20 employees.

Kind regards,

Your occupational physician

External Service for Prevention & Protection Securex

The External Service for Prevention - Protection Securex values the protection of personal data - your feedback.

The data that the External Service for Prevention - Protection Securex vzw processes, are h-led strictly confidentially in accordance with the provisions of medical professional secrecy - the provisions of Regulation (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data - on the free movement of such data, in short "GDPR".

As data controller the External Service for Prevention & Protection Securex ensures a fitting level of protection of all personal data. The necessary technical - organisational measures to protect personal data from unintentional or unauthorised deletion or unintentional loss have been implemented.

The legal basis for the data processing is the membership agreement of your employer with the External Service for Prevention - Protection Securex, the legal requirements arising from the Belgian Act of 4 august 1996 on the health - safety of employees at work - the Codex on well-being at work.

In pursuance of the Royal Decree of 11 September 2022 - the Codex on well-being concerning the reintegration process for employees unfit for work, the External Service for Prevention - Protection of Securex was notified by your employer that you are unfit for work. The personal data that Securex receives from your employer in pursuance of Art. 1.4-4§3 - Art.4-71 /1 of the Codex on well-being at work, are only used to contact - inform you of the possibilities for a resumption of work after you were unfit for work for a period of four or more weeks. The received personal data shall never be used for any other purposes - shall not be transferred to third parties.

Subject to deviating applicable regulatory provisions, your health file, of which these data are part, are kept for at least fifteen years (article Art. 1.4-89.- § 2 of the Codex on well-being at work).

You have the right to view the data relating to you, - which are part of the health file, - if necessary, correct them by submitting a dated - signed request with a copy of your identity card - the name of the doctor in charge of the treatment to whom the data are subsequently transferred.

For these requests - all questions about the processing of your personal data, you can contact us by letter (Securex - Data Protection Officer – avenue de Tervueren 43 - 1040 Brussels) or by email at privacy.sep@securex.be. If you think the GDPR was breached, you also have the right to submit a complaint to the supervisory data authority. In Belgium this is the Data Protection Authority.