



LUND
UNIVERSITY

Human Resources Division

Rehabilitation

Routines and guidelines at Lunds University

Oct 2014/EE

Content

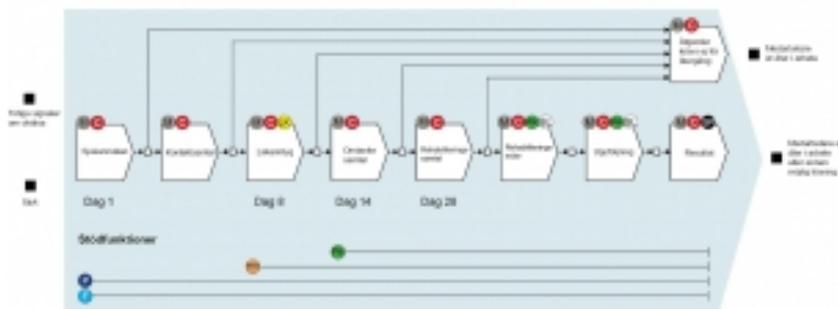
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Rehabilitation work at Lund University

If an employee has been ill or injured, a period of rehabilitation may be required to enable a return to work. Rehabilitation is a collective term for measures of a medical, social or occupational nature to regain functional ability and the conditions necessary for a good life. Occupational rehabilitation consists of measures taken to facilitate a return to working life after a period of sick leave.

As an employer, Lund University has a responsibility to ensure that rehabilitation work is conducted in an organized and effective manner. We have therefore created an interactive tool based on the rehabilitation process to ensure that our employees are given the right conditions to return to work as soon as possible. The interactive tool serves to facilitate the rehabilitation work of managers responsible for human resources and the support functions in place.

In order to open the rehabilitation process tool, click on the image to view it in a larger format.



http://www5.lu.se/images/Rehab/Processbild_rehab_140312.pdf

Having systematic and familiar procedures within rehabilitation is an essential component of a health-promoting workplace. We are to strive to ensure that, in case of absence due to illness, managers and employees share the responsibility for planning a return to work as soon as possible. This is done through active sick leave reporting, i.e. continuous contact between the line manager and the employee during the period of absence due to illness.

The aim of effective rehabilitation work at Lund University is to:

- Detect early signs of ill health
- Detect factors within the organisation which can give rise to ill health
- Reduce absence due to illness
- Prevent long periods of sick leave
- Enable employees to return to their regular workplace (after adaptation where necessary) and, if possible, to continue to work within their professional field

To summarize, it can be said that the following factors are important for successful rehabilitation work:

- The employee's own will and motivation
- The structure of the rehabilitation work
- Clear allocation of roles (see "Who does what..." in the right hand column)
- Documentation
- The manager's contact with the employee
- That the manager and colleagues want the employee back
- The length and structure of the sick leave

Checklist

Who does what in the rehabilitation process?

The employee is to:

- ➔ report in sick on the first day of absence due to illness according to the procedure applicable in the workplace
- ➔ send a certificate of illness to the manager and the salary office if the absence due to illness continues for more than 7 calendar days.
- ➔ provide the employer with information necessary to demonstrate the need for rehabilitation
- ➔ participate actively in the planning and implementation of his or her own rehabilitation
- ➔ stay in contact with the workplace during the period of sick leave
- ➔ contact the Social Insurance Office (Försäkringskassan) in case of changes to the conditions for sick leave

The employer (head of department/line manager responsible for human resources) is to:

- ➔ initiate and run the rehabilitation process with the support of the local human resources officer and other agents
- ➔ act on early signs of ill health when
 - ✓ the employee has been on sick leave for 14 days. → read more under **interview of concern** in the rehabilitation process
- ➔ investigate the employee's rehabilitation needs when
 - ✓ the employee has been on sick leave 6 times in 12 months (recurrent brief absences from work) or
 - ✓ the employee's sick leave is expected to exceed 28 days. → read more under **rehabilitation appraisal** in the rehabilitation process
- ➔ act on early signs of ill health when the employee
 - ✓ shows signs of ill health despite being present in the workplace
 - ✓ has been on sick leave 3 times in 6 months (recurrent brief absences from work) → read more under **interview of concern** in the rehabilitation process
- ➔ plan and implement the rehabilitation and adaptation measures in consultation with the employee and other agents
- ➔ ask the employee early on in the process whether he or she wants to be accompanied by a support person in the rehabilitation process
- ➔ stay in contact with and invite the employee to the workplace for the entire period of sick leave
- ➔ document all meetings and measures taken during the rehabilitation process

The human resources officer at the faculty level/local human resources coordinator is to:

- ➔ provide advice and support and act as a resource for managers with responsibility for human resources in the rehabilitation process (this is how we quality assure the process)
- ➔ coordinate the contacts between the Occupational Health Service, the employee's physician, the Social Insurance Office in consultation with the employee and the manager responsible for human resources

- participate in the investigation of new alternatives when a return to regular work in the workplace is not possible

LU Occupational Health Service

- are experts in work-related illness and work environment issues and offer employees and managers responsible for human resources contact for advice and support
- take part in the rehabilitation work as necessary, for example by suggesting adaptation measures and implementing assessments of fitness to work.

Treating physician

- assesses the employee's fitness to work

Employee organisations

- can function as support for the employee in the rehabilitation process if desired

Social Insurance Office

- coordinates and oversees the measures needed for the employee's rehabilitation
- assesses the employee's fitness to work and rehabilitation needs as well as any right to compensation
- can call a meeting during the period of sick leave. The meeting is attended by the employee, the employer and the Social Insurance Office. In addition, other functions such as the treating physician and union representative may take part.

Early signs of ill health

Signs that an employee is in difficulty or is not feeling well can be detected if we take the time to listen and actively seek information.

It is important for managers with responsibility for human resources to pay attention to signs of ill health and problems in the workplace. The earlier a problem is detected, the greater the possibility of a positive outcome. If there is reason to suspect that an employee is not feeling well, it is essential at an early stage to find out why and to provide support. The signs may stem from causes outside the workplace. Searching for the reason for the problem early on and setting up suitable support measures may allow a long rehabilitation process to be avoided.

Examples of early signs of ill health from the employee:

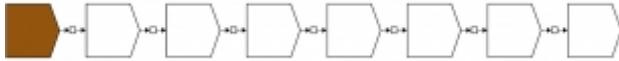
- Difficulty being on time
- Withdrawal, becoming silent and introverted
- Reduced performance at work
- Irritation, aggression, agitation, restlessness
- Working over-ambitiously, ignoring pain
- Changed pattern in brief absences, often absent Friday-Monday

Noticing these behavioural changes requires a good relationship and knowledge of the employee's work situation. An early conversation with the employee can reveal the real problem and may allow potential solutions to emerge. Sometimes, the mere fact of having the conversation can resolve the problem. Read more about interview of concern.

The University's human resources administration system, Primula, or the rehab tool, Adato, contain a record of all reported absences. It is often necessary to look back over a year in order for a pattern to emerge or to find out when a change began to occur. It is therefore important that all absence due to illness is reported correctly. In cases where there is an incomplete record of absences, communication between the manager and the employee is of even greater importance.

<http://www5.lu.se/pa-online/arbetsmiljoe/rehabiliteringsarbete/tidiga-signaler-om-ohaelsa>

Reporting illness and recovery



This is an element of Lund University's rehabilitation process. View a flow chart of the entire process here (pdf 185 kB – new window)

Each head of department/equivalent is responsible for ensuring that his or her own workplace has familiar procedures for how to report illness. The employee reports in sick directly to the manager responsible for human resources or to the contact person appointed by the head of department. Day 1 of the period of sick leave (the day it is first reported) is a “waiting day” for which no compensation will be received by the employee. Sick pay from the employer will be paid from day 2 to day 14 of the period of illness.

In order for the employee to be entitled to sick pay, his or her capacity for work must be reduced due to illness. Instead of paying out sick pay, the employer can temporarily offer other work duties which enable the employee to work in spite of illness.

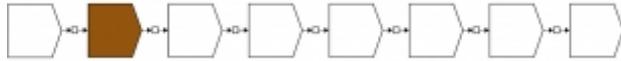
If there is a doctor's certificate, it can provide important information on which work duties the employee can manage. During the period of sick pay, i.e. days 2-14, the employee can work different hours on different days, depending on how much he or she can handle. The employer pays the salary for the hours worked and sick pay for the remainder.

Always consult the local human resources coordinator or the Occupational Health Service for advice and support.

On recovery, the employee registers his or her declaration of illness for the period of absence due to illness in Primula web. The certificate is submitted via Primula web for information to the line manager responsible for human resources and to the contact person.

<http://www5.lu.se/pa-online/arbetsmiljoe/rehabiliteringsarbete/sjukanmaelan>

Contact interview



This is an element of Lund University's rehabilitation process. View a flow chart of the entire process here [processkartan](#) (pdf 185 kB - new window)

Experience shows that early contact with employees on sick leave promotes their return to work. It is therefore important that personal contact is established as soon as possible. The aim of the conversation is to show concern, not to exercise control. The employee should feel needed and welcome back to the workplace.

For support in view of a contact interview, see checklist on page 10.

During the entire period of sick leave, the manager responsible for human resources is to maintain regular contact with the employee. If there are particular reasons for avoiding contact between the manager and the employee, another contact person representing the employer can be appointed, such as the human resources coordinator.

The employee should be encouraged to visit the workplace during the period of sick leave. Depending on capacity, the employee can take part in workplace meetings, staff social activities, etc. Regular contact with the workplace facilitates return to work.

All conversations held in the context of rehabilitation are to be documented.

<http://www5.lu.se/pa-online/arbetsmiljoe/rehabiliteringsarbete/kontaktsamtal>

CHECK LIST FOR CONTACT INTERVIEW

General

The following check list is intended as preparation for a contact interview and as your own documentation.

Early initiatives in a case of sick leave can make it easier for the employee to return to work. It is therefore important for the manager responsible for human resources to make contact with the employee as soon as possible after the employee has registered as absent due to illness.

If there are particular reasons to avoid the manager making contact with the employee, the manager's own line manager or the human resources coordinator can step in and hold the conversation with the employee instead.

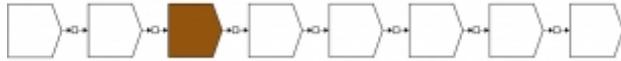
The aim of the contact interview is both to find out how the employee is and to establish whether anything can be done at the workplace to facilitate a return to work. It is important that the employee and the manager maintain continuous contact during the entire period of sick leave.

Suggested areas of enquiry that can be used in the initial contact interview:

- Health status?
- What could facilitate a return to work?
- Can other, temporary work duties be offered?
- Is part-time work a possibility?
- What information may be disclosed to work colleagues?
- Decision on a time for the next contact

http://www5.lu.se/upload/Rehab/Checklista_kontaktsamtal_rehab.pdf

Doctor's certificate



This is an element of Lund University's rehabilitation process. View a flow chart of the entire process here [processkartan](#) (pdf 185 kB - new window)

If the employee is ill for more than 7 calendar days, a doctor's certificate is to be submitted to the manager responsible for human resources and to the salary office. The salary office notifies the Social Insurance Office (Försäkringskassan) of the case of illness after the period of sick pay, i.e. on the 15th calendar day.

The employee is responsible for ensuring that the Social Insurance Office (Försäkringskassan) receives the doctor's certificate. In most counties, the doctor can send the certificate electronically, directly to the Social Insurance Office. In other cases, the employee must send the original to the Social Insurance Office.

Any extensions of doctor's certificates are to be submitted as soon as they are issued, to the manager and to the salary office.

If the employee does not produce a doctor's certificate as of the eighth day of illness, the employer is not liable for sick pay.

The doctor's certificate is an important guide in the choice of adaptation and rehabilitation measures.

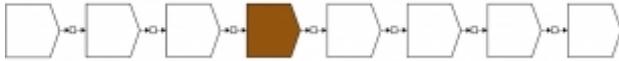
Pursuant to the law on sick pay, the diagnosis may be omitted from the certificate.

Doctor's certificate before the eighth day of absence

According to the law on sick pay, the employer may request a doctor's certificate earlier than the eighth day. This requires particular reasons, i.e. it must be justified from a rehabilitation perspective. More information on our procedures can be obtained by the manager responsible for human resources from the local human resources coordinator.

<http://www5.lu.se/pa-online/arbetsmiljoe/rehabiliteringsarbete/laekarintyg>

Interview of concern



This is an element of Lund University's rehabilitation process. View a flow chart of the entire process here [processkartan](#) (pdf 185 kB - new window)

When it is clear to the manager responsible for human resources that the employee's sick leave will be longer than 14 days, a personal meeting is to be scheduled at once, unless there are medical reasons not to do so.

For support in view of an interview of concern, please talk to your local HR.

An interview of concern is an informal conversation between the manager responsible for human resources and the employee, with the aim of detecting health problems at an early stage. The interview of concern can also be held when the employee

- shows signs of ill health in spite of continued presence in the workplace
- has been ill 3 times in 6 months (recurrent brief periods of absence)

By working preventively with an interview of concern we hope to:

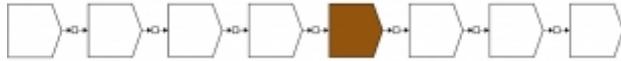
- identify early signs indicating ill health in the employee and design appropriate measures
- act proactively to prevent the need for any rehabilitation
- create the conditions for the employee to tell us him/herself whether anything is wrong.

The interview of concern is to be documented.

Follow up any measures taken, in subsequent conversations with the employee.

<http://www5.lu.se/pa-online/arbetsmiljoe/rehabiliteringsarbete/omtankesamtal>

Rehabilitation appraisal



This is an element of Lund University's rehabilitation process. View a flow chart of the entire process [here processkartan \(pdf 185 kB - new window\)](#)

A rehabilitation appraisal is a conversation between the manager responsible for human resources and the employee, with the aim of clarifying any needs for adaptation or rehabilitation, and planning the employee's return to work. The rehab appraisal is to be conducted when

- the employee has been ill 6 times in 12 months (recurrent short-term absences) or
- the employee's sick leave is expected to exceed 28 days.

The rehab appraisal is to be conducted **at the latest** one month after the onset of illness, i.e. at the latest on day 28.

Early planning of potential future needs for adaptation or rehabilitation measures increases the chances of a shorter period of sick leave.

At the homepage

<http://www5.lu.se/pa-online/arbetsmiljoe/rehabiliteringsarbete/rehabiliteringssamtal>

you'll find on the right hand column a check list for support before and during the appraisal, a template for a rehabilitation plan and a link to the Social Insurance Office's website (Försäkringskassan) with information on health insurance rules.

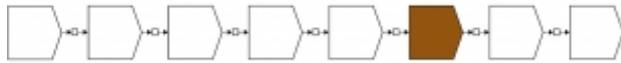
Before the appraisal, staff information on rehabilitation can be sent home to the employee in the form of a check list and employee brochure.

Regardless of whether adaptation or rehabilitation are required, the manager responsible for human resources is to start a rehabilitation inquiry at the latest on day 28 in the period of sick leave and, together with the employee, document a plan for return to work in a rehab plan.

If any form of adaptation or any rehabilitation measures are required, a rehabilitation meeting involving several agents, such as the local human resources officer, occupational health service and the treating physician, is often needed. In view of this meeting, the manager responsible for human resources is to inform the employee of his or her right to contact an employee organisation for advice and support. Read more about this in the next part of the process – the rehabilitation meeting.

If an employee on sick leave has no immediate need for occupational rehabilitation, follow-up appointments are to be scheduled for the duration of the period of sick leave.

Rehabilitation meeting for return to the regular workplace



This is an element of Lund University's rehabilitation process. View a flow chart of the entire process here [processkartan](#) (pdf 185 kB - new window)

If the manager responsible for human resources and the employee observe that there is a need for adaptation and rehabilitation measures, several agents often need to meet in order to plan such measures depending on the employee's health status. These agents could include

- Local human resources officer
- Occupational Health Service
- Treating physician
- Social Insurance Office (Försäkringskassan)
- Employee organisation

In the column on the right at the Swedish page, find out more about the procedure for contacting the Occupational Health Service.

If the employee declines the support of the employee organisation, this is to be documented by the manager responsible.

The rehabilitation meeting is led by the manager with responsibility for human resources, possibly with the support of the local human resources coordinator. The rehabilitation meeting is to elucidate the following points:

Confidentiality. When several agents meet, the meeting should begin with an agreement concerning confidentiality. For a positive result in the rehabilitation process, the greatest possible openness is recommended.

Medical status. In order to clarify whether occupational rehabilitation can begin, the employee's health status needs to be established. This is done on the basis of doctor's certificates, other investigations where applicable, and the various areas of expertise of those present.

Aim. The aim and any partial goals for the rehabilitation process are to be set.

Rehabilitation and adaptation measures. A dialogue on which measures can promote the employee's return to regular work. All suggested measures are analysed and documented. Read more about the measures at the pages below.

Adaptation and rehabilitation measures

Trial period and work practice

Leave of absence to try different work

Leave of absence to participate in the introductory programme of the Swedish Employment Agency (Arbetsförmedlingen)

Assessment of fitness to work. If there are question marks concerning the employee's fitness to work, an assessment should be carried out. Read more on the assessment of fitness to work via the page below.

Assessment of fitness to work

Action plan. The rehabilitation meeting is brought to a close when the manager responsible for human resources establishes an action plan for future measures and follow-up.

The employer (the manager responsible for human resources or local human resources officer) checks the plan with the Social Insurance Office if the latter was not represented at the meeting.

Aims and measures in the action plan are primarily to focus on the employee's return to regular work. If this does not prove possible, the local human resources officer is to be involved. The aim of rehabilitation can then become return to different work within or outside Lund University.

If the employee's medical status hinders rehabilitation measures

In cases where the employee cannot begin occupational rehabilitation due to his or her medical status, the manager responsible is to document this fact. In such cases, the action plan states when and under what circumstances the rehabilitation work can begin. A date for follow-up should be scheduled.

<http://www5.lu.se/pa-online/arbetsmiljoe/rehabiliteringsarbete/rehabiliteringsmoete>

Adaptation and rehabilitation measures

Pursuant to the Work Environment Act, an employer is obliged to adapt working conditions or take other suitable measures in order to allow an employee with impaired working capacity to return to work. Primarily, the aim of such measures should be a return to regular work and, secondarily, to other available work with the same employer.

Adaptation measures

In practice, the obligation to adapt the working conditions means that the manager must investigate whether the employee's regular work can be adapted through

- the acquisition of technical aids
- the acquisition of special work equipment
- changes to the physical environment
- changes to the work organisation
- adapted work allocation
- adaptation of work duties
- adaptation of working hours
- assessment of psychological and social conditions
- change of workplace
- personal support initiatives

It is important for the employee or the employee organisation to get an opportunity to make suggestions for various adaptation measures. In cases where the employer considers it impossible to make the adaptations suggested by the employee or the employee organisation, it is important to justify why the proposed adaptations were not deemed feasible. The investigation concerning work adaptation is to be carefully documented by the employer.

An employer has no obligation to create new work duties or to take measures which lead to an expansion of the organisation. Likewise, the employer is not obliged to move other employees from their posts in order to make work available to a sick employee.

Decisions on adaptation are to be taken with reference to:

- The needs of the organisation
- Financial aspects
- The effect on the work environment for other employees

In the case of changes to the work environment which may in some way affect other employees, a *risk assessment* is always to be carried out. Work adaptation for one employee is not to worsen the work environment for other employees. The Occupational Health Service can assist with the risk assessment.

If in doubt concerning adaptation measures, an assessment of fitness to work is recommended. An assessment of fitness to work investigates the employee's capacity to work and any adaptation needs. More information on assessment of fitness to work is available in the left hand menu.

<http://www5.lu.se/o.o.i.s/5957>

Trial period and work practice

Other rehabilitation measures which may be appropriate are a trial period and work practice.

Trial period

The trial period is an investigative measure to clarify the employee's current and potential level of fitness to work through occupational rehabilitation.

The duration of the trial period is usually 2 weeks; it is to consist of simple work duties as part of a regular working day.

During the trial period, the employee continues to receive sickness benefit from the Social Insurance Office.

The trial period activity must always be approved by the Social Insurance Office before it may be implemented.

Work practice

Work practice is a common form of occupational rehabilitation.

After a long period of sick leave, work practice can be an appropriate way of starting a return to work, mainly in existing work duties with the employer.

Work practice is permitted for a maximum of 3 months. Once the work practice has been completed, the employee can continue his or her return to work on part-time sick leave if a full capacity to work has not been achieved during the work practice period.

The work duties assigned during work practice are to be of such a nature that they can be carried out without any particular performance demands. The responsibility for the work duties is to rest with someone else.

Work practice as an activity must always be approved by the Social Insurance Office before it can be implemented.

During the work practice period, the employee received rehabilitation compensation from the Social Insurance Office..

<http://www5.lu.se/o.o.i.s/5958>

Assessment of fitness to work

The assessment tool can be used when the employer:

- needs to get a better picture of the employee's fitness to work
- needs to investigate what adaptations the employee requires in order to carry out his or her regular work duties
- has reason to believe that the employee cannot return to regular work
- needs documentation before relocating the employee to another job within Lund University

There are various models of assessment of fitness to work, presented below:

Model 1

Usually, when return to regular work is deemed possible, the assessment of fitness to work entails the employee's gradual return to his or her regular level of occupation.

- During this phased return, the employee reflects on the various work duties and discusses any potential needs for adaptation with the manager.
- The work practice period is followed up by *frequent check-ins* to discuss what work duties are feasible with or without adaptations and which ones may not be feasible. Before a work practice period begins, contact the Social Insurance Office to check with them. Read more about work practice in the link to the right.
- If the employee cannot or can only partially fulfill a task, it should be clear why and in what way the employee is prevented from completing the task.
- If necessary, the Occupational Health Service should be consulted, in order to clarify what medical impairments there are to the completion of certain tasks.
- The Occupational Health Service can also assist in the discussion of potential adaptations.

The manager is to carefully document the assessment of fitness to work using the Adato IT tool. The assessment of fitness to work according to model 1 is to be documented in the guide entitled "Assessment of fitness to work".

Model 2

An assessment of fitness to work can also be conducted by the Occupational Health Service, the treating physician or a consultancy. An assessment of fitness to work always includes a medical assessment by a doctor. The aim is to assess the individual's capacity in relation to the demands of the job, from a multidimensional perspective, which means that several different professions such as doctors, psychologists, physiotherapists and occupational therapists may participate in the assessment, depending on the issue.

This model is mainly used in cases where there is uncertainty concerning adaptation measures or the extent to which a return to regular work is possible.

The need for, and timing of an assessment of fitness to work in a period of sick leave can vary from case to case. Sometimes an assessment of fitness to work may be needed on more than one occasion during a period of sick leave.

Decisions on assessments of fitness to work are taken by the manager in consultation with the local human resources officer.

Before the assessment of fitness to work, the manager and the employee (together with the representative of the employee organisation, where applicable) map all the work duties and tasks that comprise the employee's regular work. The resulting map is sent to the Occupational Health Service or a consultancy before the assessment of fitness to work is carried out.

Once the assessment is complete, the Occupational Health Service or the external consultancy provides feedback in a meeting with the manager, the employee and other agents involved. The results, along with any proposed measures and adaptations, are discussed. Written documentation is submitted at the meeting. The manager should then schedule a further meeting with the employee and other agents involved in order to provide feedback regarding what measures/adaptations, if any, are feasible. At all meetings, the manager ensures that the action plan is drawn up or revised, as appropriate.

Leave of absence to try different work

An employee has the right to leave of absence from his or her employment in order to try different work because of illness.

The conditions required for the right to leave of absence on the grounds of illness are that the employee:

- has had a reduced capacity for his or her regular work, or for other suitable work which the employer has temporarily offered the employee, for a period of at least 90 days
- has entered into an employment agreement with another employer during the time between day 91 and day 180 of the period of sick leave.

The extent of the leave of absence is to correspond to the extent of the employment that the employee is trying out.

In total, the leave of absence and the period of sick leave which gave rise to it are not to exceed 12 months.

An employee who wishes to exploit his or her right to leave of absence is to notify the employer at the latest two weeks before the start of the leave.

In connection with the authorisation of leave of absence, the manager should conclude the rehabilitation process. If the employee chooses to interrupt his or her leave and return to Lund University, the manager is obliged to resume the rehabilitation process if the employee is still unwell. If an employee raises the question of leave of absence, contact with the local human resources officer is recommended.

An employee who does not intend to try out different work but who, for health reasons, wishes to take leave of absence in order to look for a new job can receive compensation from the unemployment fund. The condition is that the employer authorises the leave of absence. In this case, the employer has no obligation to authorise the leave of absence, which is thus not a right for the employee. In order to receive compensation from the unemployment fund, the employee must be a member of an unemployment fund, meet the requirements for both membership and work, and not have used up his or her compensation days.

<http://www5.lu.se/o.o.i.s/5959>

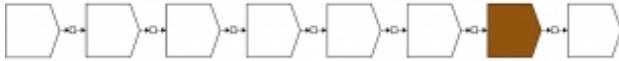
Leave of absence to participate in the introductory programme of the Swedish Employment Agency (Arbetsförmedlingen)

If an employee has been on sick leave for more than 364 + 550 days, he or she has the possibility of taking part in the introduction to working life at the Swedish Employment Agency (Arbetsförmedlingen). If the employee applies for leave of absence for this, the manager is to contact the local human resources officer.

If the employee does not return to work after the end of the programme, but continues to be on sick leave, the Social Insurance Office assesses the employee's right to sick pay and sickness benefits.

<http://www5.lu.se/o.o.i.s/5960>

Follow-up



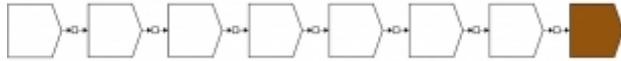
This is an element of Lund University's rehabilitation process. View a flow chart of the entire process here [processkartan](#) (pdf 185 kB - new window)

Follow-up of a rehabilitation process is to be done systematically and should be planned when drawing up the action plan for return to work. The follow-up sessions serve to evaluate the measures implemented and to record any changes in the employee's medical status. If necessary, the original action plan may be revised.

It is essential that both the measures taken and the results achieved are followed up and documented by the manager responsible. Documentation is to be recorded in Adato.

<http://www5.lu.se/pa-online/arbetsmiljoe/rehabiliteringsarbete/uppfoljning>

Results and conclusion



This is an element of Lund University's rehabilitation process. View a flow chart of the entire process here [processkartan](#) (pdf 185 kB - new window)

A successful rehabilitation process concludes with the employee's return to his or her work.

If the employee is unable to return to his or her full regular employment after the end of the rehabilitation process, the manager, together with the human resources coordinator, is to ensure that all rehabilitation options have been explored in the employee's usual workplace and that complete documentation on the case is available.

The manager, together with the human resources coordinator, is then responsible for investigating the possibility of changing the degree of employment within the employee's regular position, or that of relocating the employee within the organisation and the faculty/equivalent.

If it is impossible to find a solution, the Human Resources Division is to be contacted. Human Resources will assist in finding opportunities for relocation within the framework of the entire University organisation.

Regardless of whether or not the employee is able to return to work, it is important to conclude the rehabilitation process in a formal manner. If several agents have contributed to the rehabilitation, it may be appropriate for the manager and employee to invite all those involved to a final meeting. On this occasion, the manager goes through the measures that were taken during the rehabilitation process, presents the result of these measures and declares the rehabilitation process complete.

<http://www5.lu.se/pa-online/arbetsmiljoe/rehabiliteringsarbete/resultat-och-avslut>

Documentation

In matters concerning sick leave, it is important to document all significant information. The aim of the documentation is to enable the verification of measures, assessments, decisions, etc. It is difficult to reconstruct the sequence of actions and events later on and this is not to be recommended. If the employee changes manager or workplace within the University, the manager responsible is to pass on the information and documentation concerning sick leave and any rehabilitation measures to the new manager.

Notes on ongoing cases are to be recorded in the web-based rehabilitation system Adato, where possible. Authorisation for the system is obtained via the application on the right. Any other documentation, such as assessments of fitness to work, doctor's certificates, investigations etc. are to be stored in a locked location. The Public Access to Information and Secrecy Act governs the way in which personal information is to be handled. All employees must be able to count on information in a rehabilitation case not being released to unauthorised parties.

<http://www5.lu.se/o.o.i.s/5962>

Duty of confidentiality

All information concerning absence due to illness is covered by a duty of confidentiality. With regard to what information may be disclosed to others, the manager must therefore always act in agreement with the employee concerned.

The Public Access to Information and Secrecy Act 2009:400 regulates the duty of confidentiality:

Pursuant to the Public Access to Information and Secrecy Act, the duty of confidentiality can apply to the health status of employees and to information on employees' personal circumstances which affect a rehabilitation matter if it must be assumed that the disclosure of this information would be detrimental to the employee or to his or her relatives. All those who have information through their work on an employee's health status or personal circumstances are covered by this duty of confidentiality. (*Public Access to Information and Secrecy Act 2009:400, Chapter 21 Section 1 and Chapter 39 Sections 1–2*)

<http://www5.lu.se/o.o.i.s/5953>

Adato

Adato is Lund University's web-based rehabilitation tool. Adato functions as a support for managers, enabling them to have an overview of current cases of illness, prognoses and status in all rehabilitation cases. The Adato tool gathers all the information in a rehabilitation case in one place.

Adato includes:

- ▣ Information on current cases of illness, prognoses and status
- ▣ A record of events and measures

Adato sends out reminder emails when a manager with responsibility for human resources is to take action according to Lund University's rehabilitation process.

Authorisation for Adato is obtained by applying to Human Resources. The application form is accessible via the link below. A log in page and a guide to how the programme works are also available.

<http://www5.lu.se/o.o.i.s/5961>