

## What to do when you're absent from work?

### Calling in sick

If you're and unable to work, it's important to inform both your supervisor as well as InterUM of this.

You can do this by calling us on the first day of illness before 9.30h by phone. You can call +31 (0) 43 388 2688 for this.

Please mind that:

- InterUM is closed in evenings and weekends. You can then send us an email to notify us.
- For work shifts requiring immediate replacement (e.g. a shift at the reception desk starting at 8.00h in the morning) it is important to notify both your supervisor and InterUM at least an hour before the shift starts.

### After the sick notice

During your absenteeism it is important that InterUM stays updated. We would like to ask you to be reachable (by phone) for both us and the company doctor, but also, should this be deemed necessary, be able to receive a visit from the company doctor at home.

### You've recovered

If you've recovered and are able to resume your work, it is necessary to also notify your supervisor and InterUM of this. It's important that you notify us, by phone, on the first day of recovery before 9.30h in the morning.

### Will I be paid if I'm sick?

If you stick to the rules mentioned above, InterUM will pay you during your absenteeism. How we do this, depends on your contract:

- If you have a flexible contract, you'll be paid for the shifts for which you were scheduled. We'll check this with your supervisor.
- If you have a fixed-hour contract, we'll pay you for the hours known to us. If we're not aware of the days on which you usually work, we'll check this with you and your supervisor.

### Questions?

Should the information raise any questions, feel free to contact us via [bureau@interum.eu](mailto:bureau@interum.eu) or +31 (0) 43 388 2688.