## Reporting Recovery

If the employee has returned to work after illness, you can report the employee fully or partially recovered in XS.

There are two ways to report recovery for an employee.

- Through the button 'HERSTELD' at the home page

- Via searching for the employee in the home p - via the File search screen in the start screen, search for the employee. Then click ACTION at the top right of the screen and choose RECOVERY. Then perform the steps for completing the screen as described in this section.

Report recovered via the HERSTELD button

On the home screen, click the Recovered button.
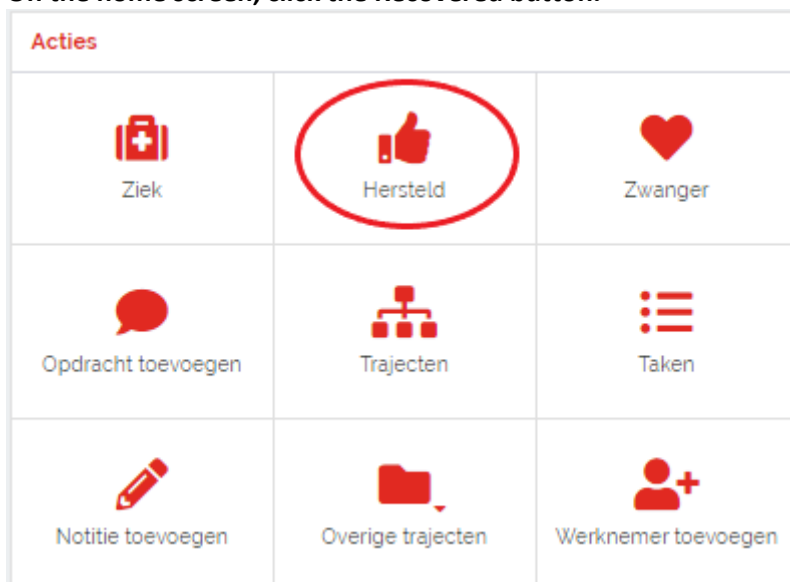
A search screen will now open in which you can search for the employee.
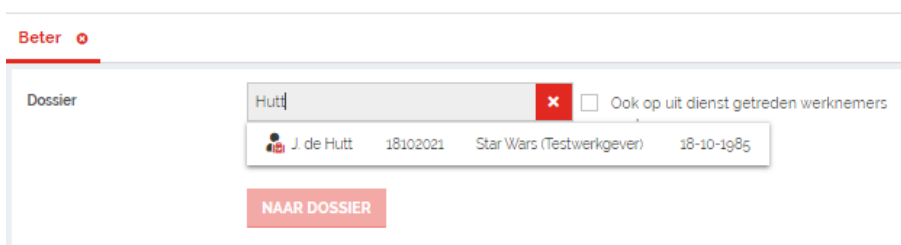
Select the employee and click on NAAR DOSSIER
In the next screen you can register the recovery report.
You will see the screen below:

There are 3 possible situations:

A. The employee has reported full recovery
B. There is (modified) partial recovery
C. Terminate the illness process because the employee has left the service or died

Situation A

Employee reports full recovery.

The following information must be entered:

1. Select the situation "employee reports full recovery".

2. Select the date of the last day of illness

3. Fill in any notes. Important: It is not allowed to put medical information or any interpretations in the note fields.

Click on the END THE TRAJECT (TRAJECT BEEINDIGEN) button to save the action.

Situation B

Partial recovery occurs: the employee reports sick for a higher/lower percentage.

Beter melden

* De situatie	○ Werknemer meldt zich volledig hersteld
	● De medewerker meldt zich voor een hoger/lager percentage ziek
	○ Ziektetraject voor werknemer om een andere reden beëindigen
Datum	* 23-10-2021 🗓
Ziekteverzuimpercentage	* 50 % 🖩
Verzuimclassificatie	* Ziek

ANNULEREN **VERZUIMPERCENTAGE WIJZIGEN**

The following information must be entered:

1. Select the situation "the employee reports sick for a higher/lower percentage" – second option

2. Select the date from which the change takes effect

3. Enter the adjusted sick leave percentage

4. Choose the absence classification

Click the VERZUIMPERCENTAGE WIJZIGEN button to save the action.

Situation C
Terminate the sick leave process because the employee is out of service or has died.

Beter melden

* De situatie	○ Werknemer meldt zich volledig hersteld
	○ De medewerker meldt zich voor een hoger/lager percentage ziek
	● Ziektetraject voor werknemer om een andere reden beëindigen
Reden	* (Maak uw keuze)
Datum beëindiging	* 23-10-2021 🗓
Toelichting	

ANNULEREN **TRAJECT BEËINDIGEN**

The following information must be entered:

1. Select one of several reasons (if the employee is out of service, state the last day of work)

2. Select the date from which the change will take place

3. Fill in any explanations. Important: It is not allowed to put medical information or any interpretations in the note fields.

Click the END THE TRAJECT (TRAJECT BEEINDIGEN) button to save the a action.

add assignment and add note

It is possible to add assignments and notes to a trajectory. You can do this using the buttons on the home page

Capability, de arbodienst van aandacht & actie

You can also perform both actions by first looking up the employee through File Search on the home screen. Then click on the button "Actions" at the top right here the option "Issue assignment" (Opdracht toevoegen) or "Add note" (Notitie toevoegen).