

## REPORTING SICK

There are two ways to report an employee sick.

- Via the button Sick (ZIEK) in the start screen
- Via searching for the employee in the start screen

Both ways are described below.

### Reporting sick via the sick button

Click on the Sick button in the start screen.

The screenshot shows the start screen of the system. On the right side, there is a section titled 'Acties' (Actions) containing a grid of buttons. The 'Ziek' (Sick) button, which has a red icon of a person in bed, is circled in red. Other buttons in the grid include 'Hersteld' (Recovered), 'Zwanger' (Pregnant), 'Opdracht toevoegen' (Add task), 'Trajecten' (Trajectories), 'Taken' (Tasks), 'Nuttig toevoegen' (Add useful), 'Overige trajecten' (Other trajectories), and 'Werknemer toevoegen' (Add employee). On the left side, there are sections for 'Berichten' (Messages), 'Taken' (Tasks), and 'Dossier zoeken' (Search dossier).

A search screen will now open in which you can search for the employee.

The screenshot shows the 'Ziek melden' (Report sick) screen. At the top, there is a red header with the text 'Ziek melden'. Below this, there is a search bar with the text 'hutt'. To the right of the search bar, there is a checkbox labeled 'Ook op uit dienst getreden werknemers zoeken' (Search for employees who have left the service). Below the search bar, there is a list of search results. The first result is 'J. de Hutt' with the ID '18102021', the name 'Star Wars (Testwerkgever)', and the date '18-10-1985'. Below the list of results, there is a red button labeled 'NAAR ZIEK MELDEN' (Go to report sick).

Select the employee and click on NAAR ZIEKMELDEN

In the next screen you can register sick leave.



**Dossier: Hutt, J. de**

Star Wars (Testwerkgever)

The Resistance

Hutt, J. de

Ziekmelden toelichting

Verzuimclassificatie

Maak een keuze

Eerste ziektedag

18-10-2021

Gebaseerd op

Capability - Verzuim - Verzuim Compleet

Overeenkomstperiode

20-09-2021 - Heden

Verzuimstatus

☒ Volledig ziek

☐ Gedeeltelijk ziek

Notitie

ANNULEER

OPSLAAN

Choose an absence classification, complete all requested information, and click **SAVE**.


Please note that medical terms are not allowed in the note field. The sick note is now registered. You will then see an overview of all tasks scheduled in the sick leave process.

When reporting a female employee sick, you will be given the option to mark the option 'Sickness due to pregnancy'. Once you do that, you will also need to fill in more details about the pregnancy. As soon as you click on SAVE (OPSLAAN), a pregnancy notification will be created immediately - see also chapter 6 Pregnant.

### Reporting sick via searching for the employee on the home screen.

In the start screen, select the employee under Search for file

**Dossier zoeken**



☐ Ook op uit dienst getreden werknemers zoeken

The employee record will now be displayed.



Under the ACTIONS button at the top right of the screen, select Sick (ZIEK).



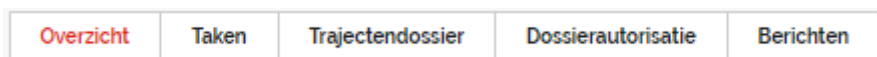
The sickness report screen - as also described on the previous page - will now open. Please fill in all requested data and click SAVE (OPSLAAN).

Please note that medical terms are not allowed.

## TEMPORARY STAY at another residence

It is possible that an employee is staying at a temporary address, for example in a hospital. In XS it is possible to register this temporary address. This can be done in the following way.

First select the employee by using the search function so that you are in the employee file. Click on the tab "Overview" (Overzicht)



Here you can find the "Temporary Residence" option. Click on the + button to add a temporary residence.



U ziet dan het onderstaande scherm. Vul de gegevens in en klik op de knop OPSLAAN.



Tijdelijke verblijfplaats ✕

\* Verplichte velden

Omschrijving

\* Straat

\* Huisnummer (toevoeging)

\* Postcode

\* Plaatsnaam

\* Land Nederland ▼

Telefoon

Verblijfplaats ☐ Gebruik tijdelijke verblijfplaats i.p.v. normale adres

Annuleren **OPSLAAN**

## AN EMPLOYEE IS INCORRECTLY REGISTERED AS SICK

To correct an absence trajectory: see chapter 11.

## Reporting pregnancy

If an employee is pregnant, register this in XS as soon as possible. The system will ensure that you, as the employer, are informed in good time of the legal obligations. Once the employee has been reported pregnant, the application for maternity leave will be initiated.

## Reporting a pregnancy

You can report pregnancy in two ways.

- Via the Pregnant button in the start menu
- Via searching for the employee in the start menu - 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 Pregnant. Then perform the steps for completing the screen as described in this section.


## Reporting a pregnancy via the Pregnant button (Zwanger)

Click on the Pregnant button on the start screen


<b>Goedemorgen Mevr Tester Training</b> Een fijne dag gewent! Je vorige login was op 01-11-2021 om 08:47 <b>Dossier zoeken</b> <input type="text"/> <input type="checkbox"/> Ook op uit dienst getreden werknemers zoeken <b>UITGEBREID ZOEKEN</b> <b>Laatst bezocht</b>	<b>Berichten</b> Geen berichten <b>ALLE BERICHTEN</b> <b>Taken</b> Te laat <b>43</b> Nu uitvoeren <b>1</b> Hutt, J. de Opdracht Plan van aanpak opstellen door Casemanager <b>4 NOV</b> <b>NAAR TAKEN</b>	<b>Acties</b> <div>  Ziek            Hersteld            <b>Zwanger</b> </div> <div>  Opdracht toevoegen            Trajecten            Taken         </div> <div>  Notitie toevoegen            Overige trajecten            Werknemer toevoegen         </div>
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A search screen will now open in which you can search for the employee.




**Zwanger** 

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Dossier   ☐ Ook op uit dienst getreden werknemers zoeken

**NAAR DOSSIER**

Select the employee here and click on TO DOSSIER (NAAR DOSSIER). The next screen allows you to register the pregnancy notification.

**Dossier: Hutt, J. de** 


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  Star Wars (Testwerkgever)  The Resistance  Hutt, J. de


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**Situaties rondom zwangerschap**

\* De situatie ☒ Werknemer meldt zich zwanger

Vermoedelijke bevallingsdatum \*  

Meerling ☐ Medewerkster is zwanger van een meerling

Laatste werkdag \* ☐ 4 weken zwangerschapsverlof: 19-3-2022  
☐ 6 weken zwangerschapsverlof: 5-3-2022  
☒ vrije dag tussen 4-6 weken zwangerschapsverlof  
 

**ANNULEREN** **ZWANGER MELDEN**

**The following information must be entered:**

1. Probable date of birth: this is found on the employee's maternity leave statement = vermoedelijke bevallingsdatum.
2. Multiple birth: here it can be indicated whether the employee is pregnant with multiple births = meerling
3. Last working day: the option 4 or 6 weeks is standard, but you can also choose a day between 4-6 weeks.



**Note:** The start date of the leave must always be 6 weeks if the employee is ill as a result of the pregnancy. The program calculates what the end date of the leave will be. If after the delivery the real delivery date is registered, the system will automatically correct the leave if necessary.

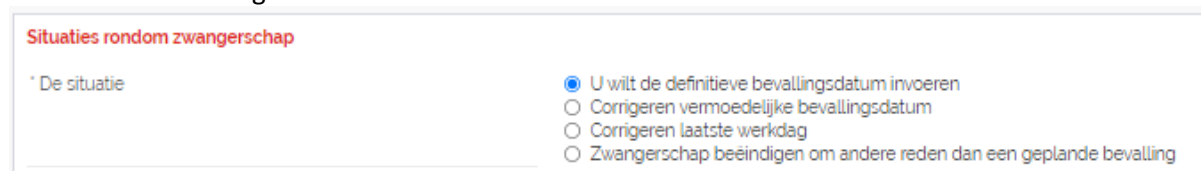
Fill in all the requested information and click on ZWANGER MELDEN

The pregnancy is now registered.

## SITUATION AROUND PREGNANCY - BEFORE child birth

Now that the pregnancy process is underway, you can change the situation around the pregnancy before delivery, if desired. First select the employee by using the search function. Then, under the ACTIONS button at the top right of the screen, select Pregnant (ZWANGER).

You see the following screen:



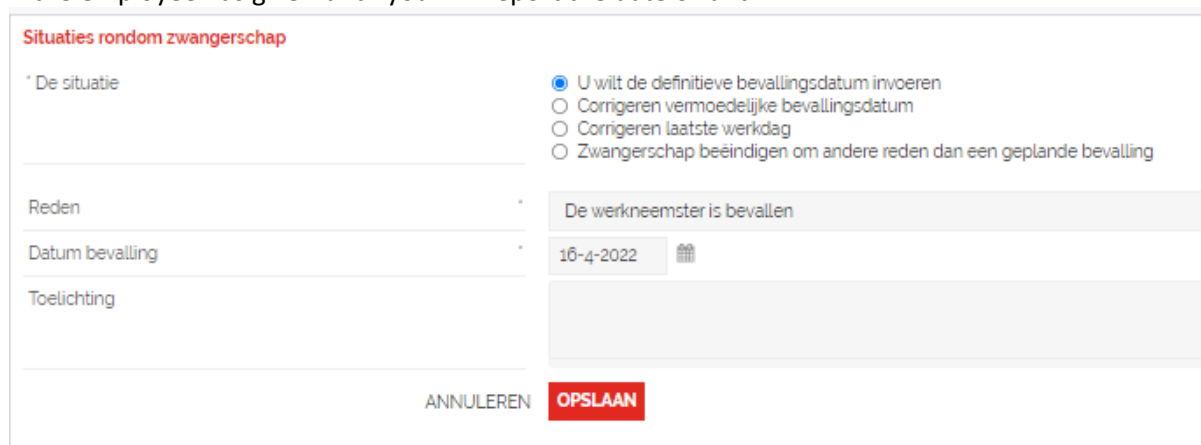
Four situations may arise:

- A. Reporting date of birth
- B. Correcting the presumed date of birth
- C. Correcting the last working day before maternity leave
- D. Terminate pregnancy notification for any reason other than a planned childbirth

Please note that for all situations, it is not permitted to put medical information or any interpretations in the note fields.

## Situation A - Reporting final delivery date.

If the employee has given birth you will report the date of birth



You choose "The employee has given birth" under Reason (De werkneemster is bevallen). Enter the date of birth. You can also add an explanation (optional).

Click on SAVE (OPSLAAN).



## Situation B - Correcting the presumed date of delivery

If the presumed date of birth is incorrect, you can correct the presumed delivery date here. The last working day can also be corrected (choose a date between 4-6 weeks before the presumed date of birth).

Tip: Ask the employee for the pregnancy declaration. This contains the estimated delivery date.

### Situaties rondom zwangerschap

\* De situatie

☐ U wilt de definitieve bevallingsdatum invoeren  
☒ Corrigeren vermoedelijke bevallingsdatum  
☐ Corrigeren laatste werkdag  
☐ Zwangerschap beëindigen om andere reden dan een geplande bevalling

Vermoedelijke bevallingsdatum \* 16-4-2022 📅

Meerling ☐ Medewerkster is zwanger van een meerling

Laatste werkdag \* 12-3-2022 📅

ANNULEREN OPSLAAN

Click on the SAVE (OPSLAAN) button.

## Situation C - Correcting the last working day before maternity leave.

Here you can correct the last workday before maternity leave. Choose a date between 4-6 weeks before the expected delivery date.

### Situaties rondom zwangerschap

\* De situatie

☐ U wilt de definitieve bevallingsdatum invoeren  
☐ Corrigeren vermoedelijke bevallingsdatum  
☒ Corrigeren laatste werkdag  
☐ Zwangerschap beëindigen om andere reden dan een geplande bevalling

Vermoedelijke bevallingsdatum \* 16-4-2022 📅

Meerling ☐ Medewerkster is zwanger van een meerling

Laatste werkdag \* 12-3-2022 📅

ANNULEREN OPSLAAN

Click on the SAVE (OPSLAAN) button.

## Situation D - Terminate pregnancy notification for reasons other than a planned birth

For a variety of reasons, a pregnancy may be terminated earlier than the expected delivery date. The reason can be specified in the screen below. In addition, the date of termination must be filled in. An explanation is optional.



## Situaties rondom zwangerschap

\* De situatie

☐ U wilt de definitieve bevallingsdatum invoeren  
☐ Corrigeren vermoedelijke bevallingsdatum  
☐ Corrigeren laatste werkdag  
☒ Zwangerschap beëindigen om andere reden dan een geplande bevalling

Reden \*

Datum beëindiging \*

Toelichting

Bevallen

18-10-2021 📅

ANNULEREN OPSLAAN

Click on the SAVE (OPSLAAN) button.

## SITUATION AROUND PREGNANCY - AFTER CHILD BIRTH

Now that the pregnancy process is underway, you can change the postpartum situation if desired. First select the employee by using the search function. Then, under the ACTIONS button at the top right of the screen, select Pregnant (ZWANGER)

The following screen is shown:

Situaties rondom zwangerschap

\* De situatie

☒ Werknemer meldt zich zwanger  
☐ Medewerker neemt verlof in deeltijd op  
☐ Aanvragen verlenging bevallingsverlof wegens ziekenhuisopname kind

Vermoedelijke bevallingsdatum \*

Meerling

Laatste werkdag \*

16-4-2022 📅

☐ Medewerkster is zwanger van een meerling

☐ 4 weken zwangerschapsverlof: 19-3-2022  
☐ 6 weken zwangerschapsverlof: 5-3-2022  
☒ vrije dag tussen 4-6 weken zwangerschapsverlof

12-3-2022 📅

ANNULEREN ZWANGER MELDEN

Three situations may arise:

- Employee reports being pregnant
- Employee takes part-time leave
- Apply for extension of maternity leave due to hospitalization of child

### Situation A - employee reports being pregnant.

After the official delivery date, an employee may report being pregnant again. See chapter 6.1.

### Situation B - Employee takes part-time leave.

Since January 1, 2015, the employee has the option to take the maternity leave remaining from 6 weeks after the delivery date in a staggered manner over a period of up to 30 weeks. Select the option "Employee takes part-time leave" – medewerker neem verlof in deeltijd op.



## Situaties rondom zwangerschap

\* De situatie

- ☐ Werknemer meldt zich zwanger
- ☒ Medewerker neemt verlof in deeltijd op
- ☐ Aanvragen verlenging bevallingsverlof wegens ziekenhuisopname kind

ANNULEREN

OPSLAAN

Click SAVE (OPSLAAN).

### Situation C - Application for extension of maternity leave due to hospitalization of child

The childbirth leave is extended when the child, due to his or her medical condition, is hospitalized for more than 7 days during the childbirth leave. The childbirth leave will at that time be extended by the number of hospitalization days, counting from the 8th day of hospitalization until no later than the end date of the original childbirth leave, with a maximum of 10 weeks.

Select the option "Apply for extension of maternity leave due to hospitalization of child" = Aanvragen verlenging bevallingsverlof wegens ziekenhuisopname kind.

## Situaties rondom zwangerschap

\* De situatie

- ☐ Werknemer meldt zich zwanger
- ☐ Medewerker neemt verlof in deeltijd op
- ☒ Aanvragen verlenging bevallingsverlof wegens ziekenhuisopname kind

ANNULEREN

OPSLAAN

Click SAVE (OPSLAAN).

## SICK DUE TO PREGNANCY

When an employee is sick due to pregnancy, you can use the "Sick" button. The process works as described in Chapter 6: Reporting Sick.

**Search for the employee via the Sick button or via File Search on the home screen.**

**The sickness report screen is shown:**



Verzuimclassificatie	Ziek
Eerste ziekte dag	19-10-2021
Gebaseerd op	Capability - Verzuim - Verzuim Compleet
Overeenkomstperiode	20-09-2021 - Heden
Zwangerschap	<input checked="" type="checkbox"/> Ziekte ten gevolge van zwangerschap
Vermoedelijke bevallingsdatum	17-04-2022
Laatste werkdag	<input type="radio"/> 4 weken zwangerschapverlof: 20-03-2022 <input checked="" type="radio"/> 6 weken zwangerschapsverlof: 06-03-2022 <input type="radio"/> Vrije dag tussen 4-6 weken zwangerschapsverlof
Verzuimstatus	<input checked="" type="radio"/> Volledig ziek <input type="radio"/> Gedeeltelijk ziek
Notitie	

ANNULEER OPSLAAN

The following information must be entered:

1. Absence classification: select the type of cause of the absence under absence classification.
2. First day of illness: fill in the first day of illness.
3. Pregnancy: tick the option "Sickness as a result of pregnancy".
4. Absenteeism status: the absenteeism percentage is automatically set to 100%.
5. Note: fill in a note if required. Important: It is not allowed to put medical information or any interpretations in the note fields.

Click on the SAVE (OPSLAAN) button to save the registration.

If no notification of pregnancy has been registered for this employee yet, this notification will be created in addition to the notification of sickness. A Pregnancy trajectory will be started.

