

Treating physician:

- Assesses the employee's fitness to work.

The employee organisations:

- Can function as a support for the employee in the rehabilitation process.

Försäkringskassan (Swedish Social Insurance Agency):

- Coordinates and supervises the measures needed for the employee's rehabilitation.
- Assesses the employee's fitness to work and rehabilitation requirements as well as the right to compensation.
- Can call a check-up meeting during ongoing sick leave. The check-up meeting involves the employee, the employer and Försäkringskassan. In addition, other agents such as the Occupational Health Service, the treating physician and employee organisation representatives may take part.



MORE INFORMATION

More information is available on the LU Staff Pages.

For more information about Försäkringskassan, visit: www.fk.se

DUTY OF CONFIDENTIALITY

According to the Public Access to Information and Secrecy Act, the duty of confidentiality can apply to the state of health of employees and to information on the personal circumstances of employees regarding rehabilitation of the employee or a relative, if they would suffer as a consequence of disclosure of the information. All those who have access to information on the state of health or personal circumstances of an employee through their work are subject to this duty of confidentiality.

(Public Access to Information and Secrecy Act 2009:400)



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Rehabilitation

FOR STAFF AT LUND UNIVERSITY



Rehabilitation

This brochure provides those of you in need of rehabilitation brief information on your rights and obligations and the support available from various sources during your rehabilitation period.

WHAT IS REHABILITATION?

Rehabilitation is a collective term for all the medical, psychological, social and work-related measures that are to help you if you are ill or injured to regain your fitness to work and to return to your workplace. Successful rehabilitation requires close cooperation between several different agents. Your active participation and the commitment of your line manager are important elements in the rehabilitation work.

WHO DOES WHAT?

Different agents have different roles in the rehabilitation process:

The employee:

- Notifies the employer on the first day of absence due to illness according to the procedure applicable in the workplace, including Primula webb.
- Submits a doctor's certificate of illness to their line manager. The original is to be submitted to the Swedish Social Insurance Agency (Försäkringskassan).
- Submits the required information to the employer in order to clarify the need for rehabilitation.
- Participates actively in the planning and implementation of his or her own rehabilitation.
- Stays in contact with the workplace during the period of sick leave.

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

- Investigates the employee's rehabilitation needs. Timing and method are described in Lund University's guidelines for rehabilitation.
- Plans and implements rehabilitation and adaptation measures in consultation with the employee and any other relevant parties
- Stays in contact with the employee and invites him or her to the workplace during the entire period of sick leave.
- Documents all meetings and measures that take place during the rehabilitation process.
- Asks the employee early on in the process whether he/she wants union support.



Human resources at faculty or local level:

- Can support the head of department/manager throughout the rehabilitation process.
- Can assist in the investigation of new alternatives when a return to regular work in the workplace is not possible.

Occupational health service at LU:

- Are experts in work-related illness and work environment issues and offer support and advice to the employee and the head of department/line manager responsible for human resources.
- Participate in the rehabilitation work as needed, for example by suggesting adaptation measures and carrying out fitness to work assessments.