

Poortwachter checklist for employers

What Dutch law expects from you during an employee's sickness, week by week.

When	Obligation	Done
Day 1	Employee reports sick. Record the sick report. Notify your arbodienst / company doctor (bedrijfsarts) within one week. Appoint a case manager.	☐
Week 6	Problem analysis (probleemanalyse) drawn up by the company doctor.	☐
Week 8	Plan of action (plan van aanpak) agreed and signed by employer and employee.	☐
Every 6 weeks	Evaluate and update the plan of action together; keep the re-integration file (re-integratiedossier) up to date.	☐
Week 42	Report the sickness to UWV (42e-weeksmelding).	☐
Week 52	First-year evaluation (eerstejaarsevaluatie) with the employee; decide on second-track re-integration (tweede spoor) if return to own job is uncertain.	☐
Week 87–91	UWV sends the WIA application information; employee applies for WIA no later than week 93; employer completes the re-integration report (re-integratieverslag) and provides it to the employee.	☐
Week 104	End of the statutory wage-continuation period, unless UWV imposes a wage sanction (loonsanctie) of up to 52 weeks for insufficient re-integration effort.	☐

Throughout

- Continued wage payment for up to 104 weeks, at least 70% of salary (year one often 100% under the cao).
- Keep contact with the employee at least every six weeks.
- Document every step and every decision.
- Involve the company doctor and, where needed, an occupational expert (arbeidsdeskundige).

Missing a deadline can cost a year of extra wages. A case manager keeps every file on time.

General information, not legal advice. Check your collective agreement (cao) and your arbodienst's contract.