

### **Process for self-certificate (egenmelding):**

1. Self-certificates (egenmelding), inform your manager/team leader each day that you cannot attend work and update Kelio daily.
2. Self-certificate can only be used after having worked at Newrest for 8 weeks (2 months).
3. Inform your manager or team leader that you cannot attend work before your shift starts each day you use self-certificate and update your absence in Kelio daily.
  - If you do not update your absence request in Kelio daily, this will be considered as non-agreed absence, which is deducted through payroll.
  - Note that the self-certificate can be rejected if your manager suspects that you are not sick.
4. Self-certificates can be used 4 times per year, up to three days each time for sickness.
5. If you are unwell on day 4 of your leave, contact your doctor for them to send in a medical certificate to Newrest.

If you have any type of virus or contagious disease, do not come to work. Get a medical certificate.
6. You cannot use self-certificate whenever you want. You must work 16 days in between time it is used.

### **Process for sick leaves:**

1. Inform your manager or team leader in advance of your shift.
2. Go to the doctor and send in the medical certificate (sykemelding) on your first day of leave.
3. If you still feel sick towards the end of your medical certificate period, inform your manager as early as possible.
  - This is for your manager to plan for a substitute during your leave.
4. Try to update your manager or team leader frequently if any changes occur during your sickness.

### **Rules / Norwegian law for sick leave:**

You have to have been employed for more than 2 months to have the right receiving salary during your sickness.

Sickness day 1 – 16 is paid normally through payroll.

Sickness from day 16 and onwards is paid by NAV.

- Newrest will send in an income message to NAV for them to pay your salary

Your responsibility on sick leave:

1. After receiving your medical certificate through NAV, forward it to Newrest through your log in in NAV.
2. Apply for sickness money (sykemenger) IF you are on sick leave for more than 16 days through NAV.
3. For every extension of the sick leave, inform your employer.

You can read more about the laws on sick leaves here: [https://lovdata.no/dokument/NL/lov/1997-02-28-19/KAPITTEL\\_5-4-1#%C2%A78-9](https://lovdata.no/dokument/NL/lov/1997-02-28-19/KAPITTEL_5-4-1#%C2%A78-9)

## Obligations after sick leave

Fill out the **two documents listed below, sign and add it to your absence request in Kelio**. This is to ensure that you are healthy and not contagious when you return to work.

1. Fill out "Confirmation of health status".
2. Fill out "Agreement to notify".

These documents are also available in paper version at the reception on the second floor (by the management offices).

We also have a guide on how to add the documents to Kelio.



AGREEMENT TO  
NOTIFY.pdf



CONFIRMATION OF  
HEALTH STATUS.pdf



How to add sick leave  
in Kelio.pdf

## Managers' obligations:

### *Short term sick leave*

- Have a meeting with the employee upon their return to work.
  - o Identify how the company can be of help to avoid a second sick leave.
- Make sure the above documents are filled and that Kelio is updated.

### *Long term sick leave*

- After 4 weeks: follow-up plan
- After 7 weeks: dialogue meeting with the employee
- After 8 weeks: The employee needs to be active → find solutions in house, before the employee goes to NAV for activities (activity obligation/aktivitetsplikten).
- After 6 months: Dialogue meeting with NAV, the employee, and the manager