

Supplement to the Work Regulations 01.01.2024



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Work regulations

## **1. This supplement applies to and is a supplement to the work regulations of**

<b>Name of the company</b>	<b>Circet Belgium</b>
<b>Nature of the activity</b>	PC149.01 - Electricians: installation and distributions PC200 – Employees
<b>Company number (VAT number)</b>	<b>CIRCET Belgium NV</b> 0874.125.297  <b>Circet Benelux NV</b> 0665.840.662  <b>Circet Infratechniek NV</b> 0885.415.307

## **2. Modification of article: Suspension of the labour agreement**

The execution of the labour agreement is suspended due to reasons mentioned in the legislature concerning the work regulations.

When the company is closed for the annual vacation period, the employer delivers the prescribed unemployment certificate to employees that are not entitled to vacations days and vacation compensation for the entire period.

### **Absence due to occupational accident caused by illness of accident**

#### **Justification of absence in cause of illness or accident**

To benefit from the legal regulations concerning absence caused by incapacity for work from illness or accident, the employee must:

- a) Immediately notify the supervisor/dispatch and the client (if applicable) by phone at the latest at the normal starting time of the workday.
  - Employees: supervisor;
  - Blue-collar workers under dispatch: dispatch;
  - Blue-collar workers not under dispatch: supervisor;
  - If dispatch is unavailable: supervisor;
  - If directly assigned to a client: client additionally to supervisor. Failure to notify the client, however, can in no way constitute an adverse consequence for the employee.
- b) - hand in a medical certificate within two working days,
  - mentioning the incapacity for work and its duration.
  - whether the employee is allowed to leave the house or not should be specified on the certificate.

If the incapacity for work persists longer than initially anticipated, a new certificate needs to be handed in within two working days of the expiration date of the original certificate.

The certificate should be handed in electronically. The employee is expected to be able to provide the original certificate at request of the employer and to keep it for three months.

In addition, the employee must receive and be examined by any physician authorized and paid for by the employer in order to verify that the employee is truly unable to work.

Except for when the employee's treating physician judges in his certificate that the employee's health does not allow them to change locations, the employee must additionally, if asked by the employer, present themselves to a physician authorized and paid by the employer. Possible incurred transportation costs are to be borne by the employer.

When the employee refuses the medical check-up without valid reason (e.g., is absent without a valid reason at the medical check-up or cannot be contacted), the employer can refuse to pay the warranted salary for the incapacity for work from the day that the attending physician came by for the check-up until the end of the incapacity for work. This is not applicable if the employee lets themselves be examined and the physician does establish the incapacity for work.

Every absence caused by incapacity for work that is not justified by one or multiple medical certificates, is considered an unjustified absence.

### **Occupational accidents and accidents on the way to and from work**

The employee who has sustained an injury, however insignificant, is obliged to attend to themselves using the first aid kit provided. If necessary, they can be treated by the person appointed for First Aid or in the closest hospital. In addition, they immediately notify their supervisor. This also applies to every accident on the way to and from work. They provide the employer with all relevant information for the report of the occupational accident. The employee actively participates in the accident investigation by the ISPPW.

The supervisor will immediately draw up an occupational accident report and notify the administrative services of the employer hereof.

First aid boxes are obligated by the legislature on wellbeing at work (CODEX Welzijn op het Werk) and are located in the designated places and in vehicles.

The employees that need medical attention as a consequence of their occupation accident, can choose their physician, pharmacy and medical institution freely.

### **Sickness without a certificate (max. 3 x 1 day/ calendar year)**

The employee can be absent at maximum 3 times per calendar year for one working day without providing a medical certificate.

To benefit from the legal regulations concerning absence caused by incapacity to work from sickness, the employee must:

- a) Immediately notify their supervisor/dispatch and the client (if applicable) by phone of their absence at the latest at the normal starting time of the working day.
  - Employees: supervisor;
  - Blue-collar workers under dispatch: dispatch;
  - Blue-collar workers not under dispatch: supervisor;
  - If dispatch not available: supervisor;
  - If directly assigned to a client: client additionally to supervisor. Failure to notify the client, however, can in no way constitute an adverse consequence for the employee.
- b) Register this day electronically in the customary system under absence 'sickness and without certificate' If the employee has not recovered sufficiently the next day and the absence continues longer than foreseen, the employee should:
  - a) Immediately notify their supervisor/dispatch and the client (if applicable) by phone that their absence will last longer than one working day
  - b) Provide a certificate starting on the first day of work absence through the applicable procedure.

## **Sickness during legal vacation**

This procedure went into force from 1 January 2024.

If the employee is sick or has an accident during a period of legal vacation (the illness starts after the start of the vacation), they may take the unused days of annual leave later during the year, provided that they comply with the following formalities:

- the N+1/ supervisor must be notified immediately of the incapacity for work through the usual procedure, meaning by phone and before the start of the working day
- the address of residence must be shared with the employer if it differs from the usual home address
- in this case, a medical certificate must be handed over to the employer (to be entitled to guaranteed wages) within the period determined in the works regulations

The medical certificate must be written in one of the official Belgian languages (Dutch – French – German) or in English and must specify the duration of the period of illness and the reason for absence (illness/ accident).

If the certificate is in another language, it should be handed in during the established period. The employee is responsible for providing a valid translation by an official translator.

If the aforementioned formalities are not respected, unused days of annual leave cannot be taken later on in the year and the period of illness will be seen as part of the annual leave.

If the employee wishes to take the unused vacation days (because of illness or accident started during a vacation period) consecutive to the period of inability to work, they must make that request to the employer no later than the time the medical certificate is sent or handed over.

The normal requesting procedure for leave must be respected hereby.

The employer makes known in writing whether or not they agree with the consecutive use of the unused vacation days, this possibly by approving the absence in WFM or not.

It is possible for vacation days at the end of the year to be carried over to the next 24 months. These include vacation days that cannot be taken at the end of the year because of occupational accident or illness, ordinary illness or accident, maternity or paternity leave, birth leave, adoption leave, prophylactic leave, foster care leave or foster parent leave.

Taking out carried over vacation days always with mutual agreement between the employer and employee.