

How a reintegration process (RIT) works

Getting back to work in 5 steps

1 Intake

You or your general physician (with your consent) requests a reintegration process.

? How?

Download the form at www.idewe.be/en/downloads

i Practical details

Your employer can also initiate the reintegration process if you:

- Agree to this (written confirmation)
- Have employment potential. This is assessed by your prevention advisor – occupational health doctor. Your employer can apply for an assessment as soon as you haven't been able to work for eight weeks.



You are invited for a reintegration assessment.

Didn't respond? If you fail to respond twice, the prevention advisor – occupational health doctor will inform your health insurance fund's consulting physician. This can affect your sickness benefit. After three invitations, the process will be closed.

2 Reintegration assessment

You visit your prevention advisor – occupational health doctor for a reintegration assessment:

- Will you be capable of returning to work soon?
- Is different or adapted work required?

Tip! Bring your **medical reports**, examination results and other relevant documents to every appointment.

Within 49 calendar days of receipt of the request, the prevention advisor – occupational health doctor takes a decision:

- A** You are capable of eventually resuming the agreed work. In the meantime, you can do adapted or different work.
- B** You are permanently unfit to resume the agreed work. Other or adapted work is possible.
- C** A reintegration process is not feasible at this time. You must wait at least three months to request a new process.



Important! You are entitled to accompaniment by an employee representative from your Committee for Prevention and Protection at Work. If your company does not have such a committee, a trade union representative may take on this role.

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Consultation

Your employer will consult with you, the prevention advisor – occupational health doctor and others who may support your return to work about what happens next.

Do you disagree with the decision?

If you are deemed permanently unfit to resume your work (Decision **B**), you have the right to appeal.

How?

See the back of your reintegration assessment form for more information.

When?

- You must appeal within 21 days of receiving the decision.
- You will receive a ruling within 42 days of your appeal being received.

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Reintegration plan

1 Your employer draws up a plan with:

- The adjustments to the workplace
- The adapted tasks, task allocation, workload, work schedule and phased return, if applicable
- The proposed training and/or guidance on handling adapted or new tasks
- The validity period of the reintegration plan

OR

2 Your employer draws up a report.

The report explains why it is not possible for the company to comply with the proposals of the prevention advisor – occupational health doctor.

- When?**
- Within 63 calendar days (Decision **A**, see Step 2).
 - Within six months (Decision **B**, see Step 2).

You have 14 days to sign the plan (**1**).

What if you do not respond to your employer's request to sign the plan?

You will then receive a second invitation. Still not responding? You will be assumed to have rejected the plan.

Do you disagree with the plan?

Indicate the reasons for your refusal at the bottom of the plan. As the employee, there's no need for you to sign the report (**2**). You will receive the report or signed plan from your employer, who will also pass it on to the prevention advisor – occupational health doctor. If you refused to accept any plan, the occupational doctor will refer you to regional employment services.

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Implementation of reintegration plan

Even after you have returned to work, you will still receive support. The prevention advisor – occupational health doctor will continue to monitor your situation. You can always request a meeting if needed.

Want to know more?

Read the brochure on 'Getting back to work after your absence'.

Work aids your recovery.

Feel free to take the initiative yourself in order to start your reintegration process, or to arrange a visit with your occupational doctor prior to resuming work.

