USER GUIDE

VZ
HR
ODOO

NL Verzuim / Sickness +

Sickness cases with the week 1 to 104 milestones,
reintegration log, wage continuation and absence figures

English

Odoo 18 · 19 · 20 · **support@pokutsoft.com** · pokutsoft.com

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1. Overview

A Dutch employer has to follow the Wet verbetering poortwachter for every sick employee: report to the occupational health service, problem analysis in week 6, plan of approach in week 8, the 42nd-week notice to UWV, the first-year evaluation and the WIA steps up to week 104, while continuing to pay wage. This module opens a case per sickness report, creates the milestones with their due dates, reminds the case manager, keeps the reintegration log and the wage-continuation schedule and computes absence figures for any period.

2. Features

- **Sickness report**: A wizard opens the case with first sick day, cause, work-related flag and expected return; one open case per employee.
- **Milestones**: From templates: sickness report (week 1), problem analysis (6), plan of approach (8), 42nd-week notice (42), first-year evaluation (52), UWV letter (88), WIA application (93), end of wage continuation (104), each with due date and reminder.
- **Reminders**: A daily job posts reminders before the due date and opens a To-Do for the case manager when a milestone of a live case is overdue.
- **Recovery and closing**: A recovered or closed case marks its open milestones not applicable, so no overdue alerts remain.
- **Reintegration log**: Contacts, doctor visits, status and documents with the recovered percentage.
- **Wage continuation**: 24 monthly lines over 104 weeks with the year-1 and year-2 percentage and the statutory minimum wage floor by age band, with its source.
- **Absence analysis**: For a period and department: absence %, reporting frequency, average spell, long-term cases, CSV export.
- **Loonsanctie indicator**: Risk flag from overdue milestones and a missing reintegration log.

3. Installation

Open Apps, search for “NL Verzuim / Sickness +” (technical name nl_verzuim_sickness_poortwachter_tracker) and install it. Required modules: hr, mail. Available for Odoo 18.0, 19.0 and 20.0.

4. Workflow

1. Open Report Sickness, choose the employee and first sick day and click Open Case; the milestones are created.

2. Work through the milestones on the Poortwachter Timeline tab (Start, Done or N/A) and add entries on the Reintegration Log tab.

3. For long cases enter the monthly wage and contract hours and click Build Wage Schedule.

4. When the employee is back click Mark Recovered, then Close; open milestones become not applicable.

5. Use Absence Analysis for the figures of a period.

5. Roles and access rights

HR officers report sickness and keep cases; HR managers also maintain templates and the minimum wage table.

6. Questions

Is medical information stored?

Only what you write: cause category, dates, percentages and notes. Access is limited to the HR groups.

Does it send anything to UWV?

No. It tells you when a step is due; you file with UWV yourself.

7. Support

Questions are answered at support@pokutsoft.com.