

# Management and control of temporary incapacity processes

(first 365 days for occupational and common contingencies)\*

## Medical certificates



### Sick note

It is issued immediately after the medical examination.

- **Very short-term sick leave:** sick leave and fitness-to-work certificate at the same time. The date of beginning of sick leave and fitness to work are stated, which may be the same, or within 3 calendar days of the date of fitness to work.
- **Short-, medium- or long-term sick leave:** the date of the next medical examination is indicated on the sick leave form. No more than 7 calendar days for short or medium-term processes, and no more than 14 calendar days for long-term processes.



### Fitness-to-work certificate

The doctor gives the worker a single copy of the certificate of fitness for work.

If the worker does not attend the medical examination indicated in the sick leave, Continued unfitness-for-work and fitness-to-work certificates shall be issued for failure to appear.



### Continued unfitness-for-work certificate

According to the estimated duration of the temporary incapacity process:

- **Very short duration:** there is no Continued unfitness-for-work certificate.
- **Short duration:** the first certificate, within a maximum of 7 calendar days from the beginning of the sick leave. The second and successive ones every 14 calendar days at most.
- **Average duration:** the first certificate, as above. The second and successive ones, every 28 calendar days at most.
- **Long duration:** the first certificate, within a maximum of 14 calendar days from the beginning of the sick leave. The second and subsequent ones, every 35 calendar days at most.

The deadlines set are deadlines. The physician may issue the certificate within a shorter period, depending on the evolution of the process.

## Communication and handling of the temporary incapacity process



### Data submission

The Public Health Service, mutual insurance company or The collaborating company sends the details of the sick leave/fitness-to-work and continued-unfitness-for-work certificates to the INSS, electronically, on the first working day following the day on which they are issued.



### National Institute of Social Security (INSS)

The INSS notifies the company, by electronics means, through the 'INSS EMPRESAS' file of the RED system, the administrative details of the sick leave, continued-unfitness-for-work and fitness-to-work certificates. At the latest on the working day following receipt of these certificates.



### Company

The company conveys to the INSS, through the RED system, the financial data, at the latest within 3 working days from receipt of the notification of sick leave. This obligation lies with employers, even if they have assumed payment of the temporary incapacity benefit.



### Worker

The worker is no longer obliged to provide a copy of the medical certificate to the employer, the managing entity or the mutual insurance company.