What to do in the event of a work accident with sick leave

<table>
<thead>
<tr>
<th>Date of accident</th>
<th>Process</th>
<th>Date of discharge</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Worker</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Notifies their company of the accident, requests the care referral note and goes to the Asepeyo care centre</td>
<td>• Periodically gives the confirmation notes to the company. Period: 3 working days.</td>
<td>• Reason for discharge</td>
</tr>
<tr>
<td>• Gives the sick note to the company. Period: 3 working days</td>
<td>• Draws up the accident note and processes it on the DELTA or CONTA System in Catalonia (B) or (C). Period: 5 working days from the start of sick leave</td>
<td>• Gives the discharge note to the company within 24 hours</td>
</tr>
<tr>
<td><strong>Business (B) or Collaborator (C)</strong></td>
<td>• Processes the sick note on the RED system (B) or (C). Period: 3 working days.</td>
<td>• Processes the discharge note on the RED system (B) or (C). Period: 3 working days from receipt</td>
</tr>
<tr>
<td>• Completes the care referral note (B) and gives it to the worker</td>
<td>• Every month makes the corresponding deductions for the temporary disability provision (B) or (C).</td>
<td></td>
</tr>
<tr>
<td>• Processes the sick note on the RED system (B) or (C). Period: 3 working days from receipt</td>
<td>• Processes the confirmation note on the RED system (B) or (C). Period: 3 working days from receipt</td>
<td></td>
</tr>
<tr>
<td><strong>ASEPEYO</strong></td>
<td>• Medical care</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Issues the medical sick note and gives it to the worker with the declaration request of the accident note.</td>
<td>• End of care</td>
</tr>
<tr>
<td></td>
<td>• Sends the work accident e-note to the company and/or collaborator on the same day as the care</td>
<td>• Sends the discharge e-note to the company and/or collaborator on the same day as the discharge</td>
</tr>
</tbody>
</table>

In the event of the termination of the worker’s employment contract, Asepeyo will take on the temporary disability provision until their discharge date.
### Date of accident
- Goes to the Public Health Service to receive care
- Gives the sick note to the company. Period: 3 working days
- Processes the sick note on the RED system (B) or (C). Period: 3 working days
- Receives the note on the RED System
- Creates a sick leave case file

### Process
- Periodical monitoring in the Public Health Service
- Sends the periodical confirmation notes to the company. Period: 3 working days
- Goes to the Asepeyo medical services with appointment
- Processes the confirmation note on the RED system (B) or (C)
- Makes the corresponding deductions to the temporary disability provision in the specific periods (B) or (C)
- Arranges appointments and periodically visits the worker from day 1 of the medical sick leave
- If appropriate, makes the discharge or disability proposal to the medical inspection

### Date of discharge
- Gives the discharge note to the company within 24 hours
- Processes the discharge note on the RED system (B) or (C)
- Closes case file

*In the event of the termination of the contract, the worker will receive the temporary disability provision from the friendly society until their discharge date*
What to do in the event of a work accident without sick leave

Date of accident

Worker

- Notifies their company of the accident, requests the care referral note and goes to the Asepeyo care centre.

Business (B) or Collaborator (C)

- Completes the care referral note (B) and gives it to the worker

ASEPEYO

Process

- Returns to work or starts back the next day
- Gives the documentation to the company (proof of healthcare or Back to Work Tomorrow document)

- Medical care
- Issues proof of healthcare stating it does not entail sick leave and gives it to the worker together with the accident declaration request
- Sends the work accident without sick leave e-note to the company and/or collaborator on the same day as the care

- Completes the work accident without sick leave report and processes it on the DELTA or CONTA System in Catalonia (B) or (C). Period: First 5 working days of the month following that of the accident

- Creates a proof of healthcare for the worker, who returns to work, or creates a Back to Work Tomorrow document and the worker goes back to work the next day.