

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



**Worker**



**Business (B)  
or Collaborator (C)**



## Date of accident

- Notifies their company of the accident, requests the care referral note and goes to the Asepeyo care centre
- Gives the sick note to the company. Period: 3 working days

- Completes the care referral note (B) and gives it to the worker
- Processes the sick note on the RED system (B) or (C). Period: 3 working days from receipt

- Medical care
- Issues the medical sick note and gives it to the worker with the declaration request of the accident note.
- Sends the work accident e-note to the company and/or collaborator on the same day as the care

## ↔ Process

- Periodically gives the confirmation notes to the company. Period: 3 working days.

- 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
- Every month makes the corresponding deductions for the temporary disability provision (B) or (C).
- Processes the confirmation note on the RED system (B) or (C). Period: 3 working days from receipt

- Medical care and rehabilitation
- Sends the company and/or collaborator the e-notifications (e-confirmation)
- Between the 1st and 4th of every month, uploads to the website the list of delegated payment deductions of the company linked to this sick leave

## Date of discharge

- Reason for discharge
- Gives the discharge note to the company within 24 hours

- Processes the discharge note on the RED system (B) or (C). Period: 3 working days from receipt

- End of care
- Sends the discharge e-note to the company and/or collaborator on the same day as the discharge

*In the event of the termination of the worker's employment contract, Asepeyo will take on the temporary disability provision until their discharge date*

# What to do in the event of a common risk with sick leave



**Worker**



**Business (B)  
or Collaborator (C)**



## 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

## Process



**Worker**



**Business (B)  
or Collaborator (C)**



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

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

- 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

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

- 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.