










■ Procedure in the event of **an accident at work involving sick leave**

	Date of accident	↻ Process	Date of discharge
 Worker	<ul style="list-style-type: none"> Notifies his/her company of the accident, requests the medical care form and goes to the Asepeyo care centre. Sends sick note to the company. Deadline: 3 working days. 	<ul style="list-style-type: none"> Periodic delivery of confirmation reports. Deadline: 3 working days. 	<ul style="list-style-type: none"> Reason for discharge. Send to company within 24 hours of the discharge report.
 Company (Co) o Employee (Em)	<ul style="list-style-type: none"> Fills in the care form (Co) and gives it to the worker. Processes the discharge form via the RED System (Co) or (Em). Deadline: 3 working days as from receipt. 	<ul style="list-style-type: none"> Prepares the accident report and processes it through the DELTA or CONTA (Co) or (Em) system. Deadline: 5 working days after the discharge. Makes the relevant deductions each month for temporary incapacity benefit (Co) or (Em). Processes confirmation report via the RED System (Co) or (Em). Deadline: 3 working days as from receipt. 	<ul style="list-style-type: none"> Processes the admission form through the RED System (Co) or (Em). Deadline: 3 working days as from receipt.
	<ul style="list-style-type: none"> Medical care Issues the medical sick note and gives it to the worker with the request for the accident report declaration. Sending an e-AT notification of leave to the company and/or employee on the same day as the care. 	<ul style="list-style-type: none"> Medical care and rehabilitation. Sends the company and/or employee the electronic notifications (e-confirmation). From the 1st to the 4th of each month, the list of delegated pay deductions linked to this leave uploaded to the website. <p><i>In the event of the worker's employment contract being terminated, Asepeyo assumes the temporary incapacity benefit until the date on which he/she is discharged.</i></p>	<ul style="list-style-type: none"> End of care. Sends e-AT to the company and/or employee on the same day of registration.

■ Procedure in the event of a **common contingency with sick leave**

	Date of accident	↻ Process	Date of discharge
 Worker	<ul style="list-style-type: none"> Goes to the Public Health Service for care. Sick note sent to the company: 3 working days. 	<ul style="list-style-type: none"> Periodic monitoring in the Public Health Service. Regularly sends confirmation reports to the company. Deadline: 3 working days. Visits Asepeyo's medical services by appointment. 	<ul style="list-style-type: none"> Sends the discharge report to the company within 24 hours.
 Company (Co) o Employee (Em)	<ul style="list-style-type: none"> Processes the discharge report via the RED System (Co) or (Em) Deadline: 3 working days. 	<ul style="list-style-type: none"> Processes confirmation reports via the RED System (Co) or (Em) . Makes the deductions for temporary incapacity benefit in certain periods (Co) or (Em). 	<ul style="list-style-type: none"> Processes the discharge report via the RED System (Co) or (Em).
	<ul style="list-style-type: none"> Receives report via the RED System. Creates a discharge file. 	<ul style="list-style-type: none"> Makes appointments with and regularly visits the worker from day 1 of the sick leave. If appropriate, it proposes discharge or invalidity to the medical inspectorate. <p><i>If the contract is terminated, the worker receives the TI benefit directly from the mutual insurance company until the date of his/her discharge.</i></p>	<ul style="list-style-type: none"> Closes file.

■ Procedure in the event of **an accident at work not involving sick leave**

	Date of accident	↻ Process
 Worker	<ul style="list-style-type: none"> Notifies his/her company of the accident, requests the medical care form and goes to the Asepeyo care centre. 	<ul style="list-style-type: none"> Returns to work or begins work the next day. Sends documentation to the company (proof of care or "ATM document" -To Work Tomorrow document-).
 Company (Co) o Employee (Em)	<ul style="list-style-type: none"> Fills in the care form (Co) and gives it to the worker. 	<ul style="list-style-type: none"> Fills in the list of accidents at work not involving sick leave and processes it through the DELTA or CONTA (Co) or (Em) system. Deadline: First 5 working days of the month following the accident.
	<ul style="list-style-type: none"> Medical care. Issues proof of care when no longer absent sick and hands it to the worker along with the application declaration application. Sending an e-AT notification not involving sick leave to the company and/or employee on the same day as the care. 	<ul style="list-style-type: none"> Proof of care is prepared for the employee and the employee returns to work, or an "ATM document" is prepared and the employee goes to work the next day.