

Quick Guide: Long-Term Sick Leave

1. **Notification of Sickness:** The employee reports sick to their manager and/or local administration. The absence may be either full-time or part-time.
2. **Notification to HR**

The manager or local administration informs HR via the Service Portal when an employee has been on sick leave for 14 days. At the same time, it should be stated whether the sickness absence is expected to last more than 30 days: Reimbursement from long-term illness, maternity leave etc: Ivanti Service Manager, depending on local division of responsibilities. **Note:** It is always the manager's responsibility to ensure that:

 - a. Full-time or part-time sickness absence is correctly time-registered
 - b. Timesheets are completed and approved
(This responsibility remains with the manager even if delegated to local administration.)
3. **Notification to the Municipality**

To enable DTU to receive reimbursement, HR must report the sickness absence to the Jobcenter/ municipality no later than five weeks after the employee's first day of sickness absence.
4. **Employee Approval on borger.dk**

The employee receives messages via Borger.dk. The employee must respond to these messages and approve DTU's information for DTU to receive reimbursement.
5. **Reimbursement**

HR applies for sickness benefit reimbursement.

 - a. The first 30 calendar days of sickness absence constitute the employer period, during which DTU bears the cost of the absence. After these 30 days, DTU may be eligible for reimbursement. In certain cases, such as pregnancy-related illness, flexjob employment, or a Section 56 agreement, reimbursement may be obtained from the first day of sickness absence. Read more here: Long-term sickness absence
 - b. In cases of partial sick leave, DTU can receive reimbursement if the employee is sick for at least four hours per week.
 - c. Note: Externally funded projects are not financially affected by sickness absence, as sickness hours are not recorded on projects. Contact the project controller for correct posting/charging at department/unit level.
6. **Early Follow-Up Meeting (Standard Sick Leave)**

A follow-up meeting must be held no later than the 5th day of absence (may be held earlier). The manager is responsible for contacting the employee.
7. **Sickness Absence Interview**

A mandatory sickness absence interview must be held between the manager

and the employee no later than four weeks after the employee's first day of sickness absence. At DTU, managers are expected to initiate the interview after 14 days of sickness absence to allow sufficient time for dialogue and follow-up before the statutory deadline.

- a. The manager is responsible for convening the meeting.
- b. Ongoing contact must be maintained, with frequency and format adapted to the specific sickness course.
- c. Guidance on conducting the interview: [Sådan håndterer du sygefraværssamtalen - lederweb Guide til sygefraværssamtalen | Lederne](#) (only in Danish)

8. Medical Certificate (Doctor's Statement)

The manager may request a medical certificate documenting:

- a. That the absence is due to medical/health reasons
- b. The expected duration of the absence. This may be used for both continuous and recurring absence. It is not mandatory but serves as a management tool where needed.
- c. A medical certificate must be paid for by the employer.

9. Fit for work certificate

This is used when clarification is needed regarding:

- a. The employee's limitations and affected functions
- b. Tasks the employee can and cannot perform
- c. Working hours, need for support or adjustments, including potential part-time sick leave
- d. The manager and employee complete the form together, after which the employee brings it to their GP (General Practitioner) for signature
- e. The purpose is to support retention in the workplace. [Sygemeldt - sygefraværssamtale med arbejdsgiver, fastholdelsesplan og mulighedserklæring - Patienthåndbogen på sundhed.dk](#) (only in Danish) [Mulighedserklæring](#) (link to the form itself)
- f. Both manager and employee may initiate this, and it is typically used later in the sickness absence process

10. Employee Responsibilities

The employee is responsible for:

- a. Attending meetings
- b. Responding to inquiries from the municipality
- c. Contacting their GP as needed

11. Holiday During Sick Leave

Sickness constitutes a legal impediment to taking annual leave; therefore, holiday cannot be required during full-time or part-time sick leave.

If an employee wishes to take holiday during sick leave, this must be agreed with the employer, and the employee must obtain approval from the Jobcenter/municipality (technical fit-for-work notification).

Without such approval, DTU may lose reimbursement.

The employee must contact the Jobcenter/municipality directly.

12. Travel Abroad During Sick Leave

The employee may not travel outside Denmark during sick leave without prior approval from the Jobcenter/municipality.

The employee must contact the municipality directly.

13. Return to Work

The employee reports fit for work to the manager or local administration.

The manager/local administration informs HR via the Service Portal:

Reimbursement from long-term illness, maternity leave etc: Ivanti Service Manager

Note: The employee should not report themselves as recovered to the Jobcenter if work is only resumed partially (partial sick leave). If the employee reports themselves as recovered, the reimbursement entitlement will cease.

14. Special Circumstances

Be aware of situations requiring special handling, for example:

- a. PhD students from third countries and issues relating to residence permits
- b. Employees who resign or whose employment terminates during sick leave
- c. Pregnancy-related illness
- d. Flexjob schemes (subsidised employment)
- e. Section 56 agreements (special reimbursement agreement for chronic illness)

Contact HR for further advice via the Service Portal:

[Reimbursement from long-term illness, maternity leave etc : Ivanti Service Manager.](#)

Read more here: [Long-term sickness absence](#) og [Guideline on sickness absence](#)