

Work trial with support from Keva

Keva can support your return to work or your continuing at work by means of a work trial. Work trials usually have a duration of three months but may be extended for justified cause. In case of new job duties which require a longer learning period, the work trial may continue in the form of work training.

Work trials may be either paid or unpaid. Any salary must always be agreed with the employer. If your employer is the State, the collective agreement (VES) contains provisions governing the obligation to pay salary during rehabilitation.

1. In paid work trials, the salary is paid by the employer and Keva pays the rehabilitation benefit equal to the salary to the employer.
2. In unpaid work trials, Keva pays the rehabilitation allowance or the cash rehabilitation benefit and the rehabilitation increment straight to the person concerned. Keva also arranges for statutory accident insurance for the duration of the work trial. No annual holiday accrues for unpaid work trials.

Planning and applying for the work trial

The work trial plan should be prepared in collaboration with the employer and occupational health care services or another care provider, if occupational health care is not applicable.

The following should be agreed at a joint meeting:

- work trial objective
- job duties
- work trial duration (start and end dates)
- working hours (4–8 h/day)
- job orientation in the workplace and follow-up meetings
- salary, if any.

The decisions made at the joint meeting should be recorded in a memorandum, which should be supplied to Keva together with the application.

The application should be filed with Keva well in advance of the envisioned work trial and no later than two weeks before its start.

Work trial agreement

If your work trial plan is approved by Keva you are issued a favourable decision. The work trial agreement form will be sent to you two weeks before the start of the work trial. You should complete



the agreement form together with your supervisor at the start of the work trial and return the completed form to Keva without delay.

Work trial assessment

The work trial assessment form will be sent to you two weeks before the start of the work trial. You should complete the form together with your supervisor and return it to Keva.

Sick leaves during work trials

The ordinary workplace rules and regulations apply also during work trials, and sick leave notifications are no exception. Contacting the supervisor is often sufficient notification for short sick leaves of 1–3 days. Repeated sick leaves and sick leaves of more than one week's duration must also be notified to Keva, however.

Notifying Keva of changes to work trials

If the work trial does not proceed to plan or the plan is changed during the work trial, you should contact Keva's rehabilitation specialist whose contact details will be provided to you together with the work trial decision.