

Dear Sir or Madam,

I wish to inform that one of the duties of an employee or a doctoral student is to undergo pre-employment, periodic and return-to-work medical examinations (employee).

In the case of an employee's sick leave in excess of **30 days**, an employee should, before returning to work, collect a return-to-work examination referral from the Occupational Health and Safety (OHS) Department. Medical documentation along with a certificate from an attending doctor that such employee does not require further sick leave should be brought to the examination.

Should there be any changes in hazards relating to one's work position during the term of employment, an employee or a doctoral student is obliged to notify the OHS Department of this fact.

The OHS Department in cooperation with the Human Resources Department of the Institute of Physics of the Polish Academy of Sciences will notify employees or doctoral students, one month in advance, of expiry dates of medical certificates admitting them to work in respective positions.

Procedure:

Identification of hazards relating to employee's work position by the head of the branch/department/team listed on an internal form (the form is attached to this e-mail).

1. On the basis of hazards identified by the head of the branch/department, a medical examination referral will be issued to be collected by an employee or a doctoral student from the OHS Department,
2. An employee or a doctoral student having the referral issued should book a date of visit at the Healthcare Facility via the **Occupational Medicine Hotline - 801 405 405 (Mon-Fri 8.00-18.00)**,
3. When booking a visit, the referral issued by the employer will be needed,
4. An occupational medicine doctor from a healthcare facility will refer an employee or a doctoral student to respective examinations required in view of hazards and harmful factors occurring in respect of a given work position,
5. Once an employee or a doctoral student obtains a medical certificate from an occupational medicine doctor stating that there are no contraindications to work in a given position, he or she is required to submit the original of the certificate to the OHS Department or the HR and Payroll Department at the Institute.

Technical information provided by PZU

To skip the virtual assistant, press "#" twice after the message starts.

In order to book an occupational medicine service **by an employee or a doctoral student (foreigner):**

- there is a request for providing a personal identification number PESEL and confirmation using #.

To skip this step, choose any sequence of characters, e.g. ##, on the telephone keypad. You will be connected to a consultant.

Or

- you may press option 9, connection with an English-speaking consultant.

An employee (foreigner) wishing to book examination/visit (phone number 801 405 405) may also make a connection without providing a PESEL number.