

**Guideline**

**Personal damage**

**Procedure**

**Reporting an accident**

**Recourse for personal damages**

**Period of limitation**

**Information**

**Guideline**

The Civil servants accident recourse Act (31 July 1965, Staatsblad Bulletin of Acts and Decrees 354) applies at VU University Amsterdam. If an employee has an accident, the Act provides for recompense to VU University Amsterdam from the person who caused the accident. This right to recourse extends to all amounts of money that are paid out to the employee for the duration of any occupational disability in accordance with applicable legal provisions.

Given the major financial interests that may be at stake, all cases in which a third party may be liable must be reported immediately to the department of Human Resource Management.

*Personal damage*

If the paid sick leave can be recovered by VU University Amsterdam, the employee may also request that his or her personal damage (damage to clothing, etc.) be recovered alternately. The employer may make use of Loyalis, part of BSA Schaderegeling BV, to recover damages. All contact with Loyalis is to take place through Human Resource Management. The employee may make use of the services of Loyalis through the employer to recover damages.

**Procedure**

*Reporting an accident*

Except in cases where it is clear that no third party is liable, employees are to report all accidents directly to Human Resource Management. The following information should be provided if possible:

- name and address of the employee
- date and place of the accident
- name and address of the opposing party
- insurance policy number and insurer of the opposing party

Immediately after notification of the accident the employee will receive a registration form. The employee should complete and sign the form and return it to Human Resource Management immediately.

*Recourse for personal damages*

If the employee wishes to recover personal damages from the opposing party through the Human Resource Management, then all documentation related to the damage (bills, correspondence, etc.) should be sent to the above address.

**Period of limitation**

VU University Amsterdam may start proceedings in most cases up to five years after an accident occurs. The period of limitation is five years. After this period paid sick leave can no longer be recovered.

**Information**

Information on this topic is available from the department of Human Resource Management.