

SZV is embracing technology to create more user friendly and self-service options for our customers. Keep reading, to find out how you can join us on this journey and be prepared for the digital services of SZV. For regular news and updates, follow us on [www.szv.sx](http://www.szv.sx) and our Facebook page SZV Social & Health Insurances.



As of August 13, 2020

## PROCEDURE

### PRIVATE SECTOR EMPLOYEES

#### Change to procedure

For SZV, it is no longer needed to visit the family doctor on the 1st or 2nd day of unfit for work, to have the SZV yellow card signed.

#### When does an employee report unfit for work at SZV?

Private sector - Only when you are unfit for work on the 3rd day, you must report to SZV via the online AO procedure.

#### Summarized online AO control at SZV:

##### Step 1: Report AO online via [www.szv.sx](http://www.szv.sx)

MUST have yellow card number, an active e-mail address and phone number.

##### Step 2: MUST be available for call assessment.

##### Step 3: Give your employer a copy of the AO e-mail confirmation you received from SZV.

#### Important:

- Employees are at all times responsible for reporting to their employer that they are unfit for work.
- If the company you work for is not operational, you cannot report for sick-leave control at SZV. The sick-leave control procedure is to determine if an employee is fit for work at the place of employment when it is operational.

For full details on the AO procedure (Private sector and Government workers) go to [WWW.SZV.SX](http://WWW.SZV.SX)



## Manage all your employees SZV data with Employer Portal

REGISTER TODAY ON [WWW.SZV.SX](http://WWW.SZV.SX)

- 24/7 availability to help you meet your deadlines
- You can **ONLY** submit monthly ZV/OV declarations via the portal
- You can **ONLY** submit employee mutations via the portal
- **NEW** view and print your digital payment receipts
- 3rd party authorization (for accountants)

Go to [www.szv.sx](http://www.szv.sx) and register for an account today!  
For more info, contact [info@szv.sx](mailto:info@szv.sx).

## Do you have your own personal e-mail address? SZV services require that you have your own personal e-mail address.

- ✓ Create a personal e-mail address if you do not have one
- ✓ Be sure to create a secure password and do not share this with others
- ✓ You can use your personal e-mail address to contact SZV

## COVID-19: Health & Wellness tips

### Stay active

Going for a brisk walk or jog outside in uncrowded areas outdoors is still considered relatively safe. Push-ups, sit-ups, jumping-jacks and more exercises are great ways to stay fit.

### Adequate sleep

Good sleep is essential to our overall health. The amount of sleep needed depends on the individual, the general recommendation for adults age 18-60 years is to get 7 or more hours of sleep per night.

### Diet & nutrition

Whole foods like dark, leafy greens, oranges and tomatoes even fresh herbs are loaded with vitamins, fiber and minerals. Try to avoid eating processed snacks or fast food.

### Self-care

Take time to take care of yourself. Be supportive and suggest the same for those close to you. Quiet time, quality time with family, personal care of yourself promotes overall wellness.

### Healthcare maintenance

If you have medications prescribed for any condition, be sure to take them as directed by your family doctor or GP. Be sure to contact your family doctor or GP with any concerns as well.

### Cope with stress and anxiety

Positive coping mechanisms would include exercise, meditation, reading, further developing certain skills or hobbies etc.

### Stay connected

Take time to make use of the many technologies and apps (many free) that can help you stay in touch with those you love.

**Please note:** these tips are not a cure nor does it guarantee immunity from contracting COVID-19.