How to complete from the first effective day of unemployment.

Below is what you need to fill out on the control card

Situation	HOW TO INDICATE IN ROSTER 1	HOW TO INDICATE IN ROSTER 2
• **Working days**	**Colour the box (with indelible ink)**	**Colour the box (with indelible ink)**
• **Economic unemployment** • **Unemployment due to collective clossure** • **Time credit incl. end of career leave** • **Career break** • **Inactivity days (weekend in case of working during the week or week in case of working during weekend)**	**Don't fill in anything**	**Don't fill in anything**
• **Illness** • **Accident at work** • **Maternity rest**	**Z**	**Don't fill in anything**
• **Yearly holiday (Teller L01)**	**V**	**Don't fill in anything**
• **WTR** • **Seniority leave** • **Bank/Public holidays** • **Overtime recuperation hours** • **CLA Days** • **Career leave days (50, 55+ en 58+)** • **Short leave** • **Family leave incl. paternity leave** • **Days cfr annual or week basis Daikin system**	**A**	**Don't fill in anything**

Economic unemployment foreseen on December 1, 8, 15 and 22, 2023 (or December 3 and 17 for weekend workers)

Example 1 (working during the week)

Roster 1 (working in Daikin)

1/12/2023: Economic unemployment => Leave box with number 1 blank
4/12/2023: Work => Colour box with number 4 with indelible ink
5/12/2023: Work => Colour box with number 5 with indelible ink
6/12/2023: Work => Colour box with number 6 with indelible ink
7/12/2023: Work => Colour box with number 7 with indelible ink
8/12/2023: Economic unemployment => Leave box with number 8 blank
11/12/2023: Work => Colour box with number 11 with indelible ink
12/12/2023: Work => Colour box with number 12 with indelible ink
13/12/2023: Work => Colour box with number 13 with indelible ink
14/12/2023: Work => Colour box with number 14 with indelible ink
15/12/2023: Economic unemployment => Leave box with number 15 blank
18/12/2023: Work => Colour box with number 18 with indelible ink
19/12/2023: Work => Colour box with number 19 with indelible ink
20/12/2023: Work => Colour box with number 20 with indelible ink
21/12/2023: Work => Colour box with number 21 with indelible ink
22/12/2023: Economic unemployment => Leave box with number 22 blank
25/12/2023: Public holiday => fill out A in box 25
26/12/2023: Yearly holiday (Numerator L01) => fill out V in box with number 26
27/12/2023: Yearly holiday (Teller L01) => fill out V in box with number 27
28/12/2023: Full day WTR => Fill out A in box with number 28
29/12/2023: Public holiday => fill out A in box with number 29

ROOSTER 1 (2)

VR	ZA	ZO	MA	DI	WO	DO
1	2	3				
8	9	10				
15	16	17				
22	23	24	25 A	26 V	27 V	28 A
29 A	30	31				

Example 2 (working during the week)

Roster 1 (working in Daikin)

1/12/2023: Economic unemployment => Leave box with number 1 blank
4/12/2023: Work => Colour box with number 4 with indelible ink
5/12/2023: Work => Colour box with number 5 with indelible ink
6/12/2023: Work => Colour box with number 6 with indelible ink
7/12/2023: Work => Colour box with number 7 with indelible ink
8/12/2023: Economic unemployment => Leave box with number 8 blank
11/12/2023: Work => Colour box with number 11 with indelible ink
12/12/2023: Work => Colour box with number 12 with indelible ink
13/12/2023: Work => Colour box with number 13 with indelible ink
14/12/2023: Work => Colour box with number 14 with indelible ink
15/12/2023: Economic unemployment => Leave box with number 15 blank
18/12/2023: Work => Colour box with number 18 with indelible ink
19/12/2023: Work => Colour box with number 19 with indelible ink
20/12/2023: Work => Colour box with number 20 with indelible ink
21/12/2023: Working => Colour box with number 21 with indelible ink
22/12/2023: Economic unemployment => Leave box with number 22 blank
25/12/2023: Public holiday => fill in A in box 25
26/12/2023: Annual leave (Numerator L01) => enter V in box with number 26
27/12/2023: Annual leave (Numerator L01) => fill in V in box with number 27
28/12/2023: Half day WTR and half day unemployment during collective closure => Fill out A in box with number 28
29/12/2023: Public holiday => Fill out A in box with number 29

ROOSTER 1 ⁽²⁾

VR	ZA	ZO	MA	DI	WO	DO
1	2	3				
8	9	10				
15	16	17				
22	23	24	25 A	26 V	27 V	28 A
29 A	30	31				

Example 3 (working during the week)

Rooster 1 (working in Daikin)

1/12/2023: Economic unemployment => Leave box with number 1 blank
4/12/2023: Work => Colour box with number 4 with indelible ink
5/12/2023: Work => Colour box with number 5 with indelible ink
6/12/2023: Work => Colour box with number 6 with indelible ink
7/12/2023: Work => Colour box with number 7 with indelible ink
8/12/2023: Economic unemployment => Leave box with number 8 blank
11/12/2023: Work => Colour box with number 11 with indelible ink
12/12/2023: Work => Colour box with number 12 with indelible ink
13/12/2023: Work => Colour box with number 13 with indelible ink
14/12/2023: Work => Colour box with number 14 with indelible ink
15/12/2023: Economic unemployment => Leave box with number 15 blank
18/12/2023: Work => Colour box with number 18 with indelible ink
19/12/2023: Work => Colour box with number 19 with indelible ink
20/12/2023: Work => Colour box with number 20 with indelible ink
21/12/2023: Work => Colour box with number 21 with indelible ink
22/12/2023: Economic unemployment => Leave box with number 22 blank
25/12/2023: Public holiday => fill in A in box 25
26/12/2023: Yearly holiday (Teller L01) => fill in V in box with number 26
27/12/2023: Unemployment during collective clossure => Leave box with number 27 blank
28/12/2023: Full day WTR => Fill out A in box with number 28
29/12/2023: Public holiday => Fill out A in box with number 29

ROOSTER 1 (2)

VR	ZA	ZO	MA	DI	WO	DO
1	2	3				
8	9	10				
15	16	17				
22	23	24	25 A	26 V	27	28 A
29 A	30	31				

Example 4 (Working during the weekend)

Rooster 1 (working in Daikin)

2/12/2023: Blank because the first day of economic unemployment for December is 3/12/2023
3/12/2023: Economic unemployment => Leave box with number 3 blank
9/12/2023: Work => Colour box with number 9 with indelible ink
10/12/2023: Work => Colour box with number 10 with indelible ink
16/12/2023: Work => Colour box with number 16 with indelible ink
17/12/2023: Economic unemployment => Leave box with number 17 blank
23/12/2023: Public holiday => fill out A in box 23
24/12/2023: Public holiday => fill out A in box 24
30/12/2023: Yearly holiday (Teller L01) => fill out V in box with number 30
31/12/2023: Yearly holiday (Teller L01) => fill out V in box with number 31

ROOSTER 1 [2]

VR	ZA	ZO	MA	DI	WO	DO
1	2	3	4	5	6	7
8	███	███	11	12	13	14
15	███	17	18	19	20	21
22	23 A	24 A	25	26	27	28
29	30 V	31 V				