



RIJKSDIENST VOOR ARBEIDSVOORZIENING
CONTROLEFORMULIER TIJDELIJKE WERKLOOSHEID C3.2A (DIE DE WERKNEMER BIJ ZICH MOET HOUDEN)

Nr. N.a.

Maand en jaar: _____

IDENTITEIT WERKGEVER

NAAM: _____

ADRES: _____

werkgeverscategorie

ondernemingsnummer ⁽¹⁾

inschrijvingsnummer RSZ ⁽¹⁾

IDENTITEIT WERKNEMER

NAAM: _____

INSZ: _____
(identificatienummer sociale zekerheid,
zie rechterbovenhoek van uw SIS-kaart)

ADRES: _____

LEES EERST AANDACHTIG DE UITLEG OP DE KEERZIJDE!

HOE VULT U ROOSTER 1 IN?

☐ **werkloosheid:** laat het vakje blanco (u laat het ook blanco voor de dagen waarop u niet werkt ingevolge tijdskrediet of loopbaanonderbreking).

☐ **arbeid:** maak het vakje zwart met onuitwisbare inkt, wanneer u begint te werken bij uw gewone werkgever of bij een andere werkgever (gewone tewerkstelling als loontrek-kende) op een dag waarop u gewoonlijk werkt bij uw eigen werkgever.

Voor nachtwerk maakt u enkel het vakje zwart van de dag waarop u de activiteit aanvat.

Opgelet! lees de uitleg bij rooster 2.

☐ **arbeidsongeschiktheid** (ziekte, ongeval, bevallingsverlof), ook op zater-, zon- en feestdagen. Verwittig uw ziekenkas binnen de 48 uren.

☐ **betaalde of onbetaalde vakantie**

☐ individuele vakantiedagen

☐ vakantiedagen tijdens de collectieve sluiting van de onderneming

Opgelet! indien u tijdelijk werkloos bent ingevolge de **sluiting van de onderneming wegens jaarlijkse vakantie** en u in het lopende jaar betaalde vakantie (inclusief jeugdvakantie) hebt genomen bij een andere werkgever dan de huidige werkgever vult u hieronder het **aantal vakantiedagen bij een vorige werkgever** in: _____, _____ dagen (5-dagenweek)

☐ **niet-gewerkte dagen** met loon (bv. feestdagen, inhaalrust, opleiding met loon,...), verlof zonder wedde en ongewettigde afwezigheid.

WANNEER EN HOE VULT U ROOSTER 2 IN?

Maak in het rooster hiernaast het vakje zwart met onuitwisbare inkt vóór de aanvang van

- uw arbeid voor eigen rekening of voor een derde,
- uw arbeid als loontrekkende bij een andere werkgever op een dag waarop u gewoonlijk niet werkt bij uw gewone werkgever (bvb. In het weekend),
- uw activiteiten in bijberoep als zelfstandige of als loontrekkende en uw occasionele activiteit.

Heeft de RVA uw bijberoep toegestaan, dan vult u het rooster als volgt in:

- **maak** de vakjes van de zaterdagen en de zondagen waarop u werkt **zwart**;
- **maak** de vakjes van de weekdagen **zwart** indien u werkt tussen 7 u. en 18 u. (avondwerk tijdens de week vermeldt u dus niet).

Indien u hebt gewerkt in weekendoverbruggingsploegen, vermeldt u hierna de datums: _____

(1) U vult ofwel het ondernemingsnummer, of het RSZ -nummer in.

(2) Om te vermijden dat de werknemer zich vergist bij het invullen van rooster 1 en 2, kan de werkgever, (al dan niet geïnformeerd), of de werknemer, de dagen van de week vermelden boven deze roosters.

ROOSTER 1 ⁽²⁾

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Ik vraag uitkeringen aan voor de werkloosheidsdagen.

Ik bevestig op eer dat deze aangifte echt en volledig is.

datum

handtekening werknemer

ROOSTER 2 ⁽²⁾

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

UITLEG

Hou deze kaart gedurende de hele maand bij u. U moet het rooster 1 en 2 invullen vanaf de eerste dag van uw tijdelijke werkloosheid tot op het einde van de maand. Lees aandachtig de invulinstructies bij rooster 1 en rooster 2. Indien u deze verplichtingen niet naleeft, bent u strafbaar. De juistheid van uw verklaringen kan worden nagegaan via databanken van andere instellingen.

Vergist u zich bij het invullen van de roosters, breng dan geen correcties aan. Geef daarover uitleg in een bijgevoegde brief en meld u zo snel mogelijk aan bij de RVA of bij uw uitbetalingsinstelling.

Leg de kaart onmiddellijk voor wanneer de controleur daarom vraagt.

Verliest u deze kaart, vraag dan onmiddellijk een duplicaat aan het werkloosheidsbureau van de RVA. Dit duplicaat kan maar tot betaling leiden als de RVA akkoord gaat.

Bent u tijdelijk werkloos en hebt u geen kaart ontvangen van uw werkgever, neem dan contact op met de RVA om de kaart te verkrijgen.

Wijzig er iets in uw persoonlijke toestand of in die van uw gezinsleden, dan moet u dit onmiddellijk aangeven bij uw uitbetalingsinstelling.

U dient op het einde van de maand deze kaart in bij uw uitbetalingsinstelling samen met het formulier C3.2-WERKGEVER dat u krijgt van uw werkgever. Indien uw werkgever de gegevens tijdelijke werkloosheid elektronisch verstuurt, dan dient u enkel deze controlekaart in bij uw uitbetalingsinstelling

BESLISSING VAN DE RVA INDIEN DE KAART FOUTIEF WERD INGEVULD:

Vergoedbaarheidsbeletsel:

.....

.....

.....

.....

.....

Geen vergoedbaarheidsbeletsel:

.....

.....

datum

handtekening

stempel RVA

How to fill in from the first effective day of unemployment.

Below you will find what you need to fill in on the control card

Situation	HOW TO INDICATE IN GRID 1	HOW TO INDICATE IN GRID 2
• Days worked	Color box black (with indelible ink)	Color box black (with indelible ink)
• Temporary unemployment • Time credit • Career break • Inactivity days (weekend if working in the week or week if working on weekends)	Leave box blank	Leave box blank
• Illness • Accident at work • Maternity rest	Z	Leave box blank
• Annual leave (Teller L01)	V	Leave box blank
• ADV • Seniority leave • Paid holidays • Overtime recupuren • CAD-dagen • Career leave (50+, 55+ and 58+) • Small leave • Family leave • Days cfr year/weekbase system	A	Leave box blank

OCTOBER

Economic unemployment foreseen on 27, 30 and 31 October 2023 (or 28 and 29 October for weekend workers).

Example 1 (working during the week)

Schedule 1 (working at Daikin)

27/10/2023: Economic unemployment => Leave box with number 27 blank

30/10/2023: Economic unemployment => Leave box with number 30 blank

31/10/2023: Economic unemployment => Leave box with number 31 blank

GRID 1 ⁽²⁾

<u>ZO</u>	<u>MA</u>	<u>DI</u>	<u>WO</u>	<u>DO</u>	<u>VR</u>	<u>ZA</u>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Grid 2 (working outside Daikin)

27/10/2023: You work outside Daikin => Blacken box with number 27 with indelible ink

28/10/2023: You work outside Daikin => Blacken box with number 28 with indelible ink

29/10/2023: You do not work outside Daikin => Leave box with number 29 blank

30/10/2023: You do not work outside Daikin => Leave box with number 30 blank

31/10/2023: You do not work outside Daikin => Leave box with number 31 blank

GRID 2 ⁽²⁾

ZO	MA	DI	WO	DO	VR	ZA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26		
29	30	31				

Example 2 (working during the week)

Schedule 1 (working at Daikin)

27/10/2023: Time credit => Leave box with number 27 blank

30/10/2023: Economic unemployment => Leave box with number 30 blank

31/10/2023: Economic unemployment => Leave box with number 31 blank

GRID 1 ⁽²⁾

<u>ZO</u>	<u>MA</u>	<u>DI</u>	<u>WO</u>	<u>DO</u>	<u>VR</u>	<u>ZA</u>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Grid 2 (working outside Daikin)

27/10/2023: You do not work outside Daikin => Leave box with number 27 blank

28/10/2023: You do not work outside Daikin => Leave box with number 28 blank

29/10/2023: You do not work outside Daikin => Leave box with number 29 blank

30/10/2023: You do not work outside Daikin => Leave box with number 30 blank

31/10/2023: You do not work outside Daikin => Leave box with number 31 blank

GRID 2 ⁽²⁾

<u>ZO</u>	<u>MA</u>	<u>DI</u>	<u>WO</u>	<u>DO</u>	<u>VR</u>	<u>ZA</u>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Example 3 (working during the week)

Schedule 1 (working at Daikin)

27/10/2023: Overtime recovery = > A fill in box with number 27

30/10/2023: Annual leave (counter L01) = > V fill in box with number 30

31/10/2023: Economic unemployment => Leave box with number 31 blank

GRID 1 ⁽²⁾

<u>ZO</u>	<u>MA</u>	<u>DI</u>	<u>WO</u>	<u>DO</u>	<u>VR</u>	<u>ZA</u>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27 A	28
29	30 V	31				

Grid 2 (working outside Daikin)

27/10/2023: You do not work outside Daikin => Leave box with number 27 blank

28/10/2023: You work outside Daikin => Blacken box with number 28 with indelible ink

29/10/2023: You work outside Daikin => Blacken box with number 29 with indelible ink

30/10/2023: You do not work outside Daikin => Leave box with number 30 blank

31/10/2023: You do not work outside Daikin => Leave box with number 31 blank

GRID 2 ⁽²⁾

<u>ZO</u>	<u>MA</u>	<u>DI</u>	<u>WO</u>	<u>DO</u>	<u>VR</u>	<u>ZA</u>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	
	30	31				

Example 4 (working during the week)

Schedule 1 (working at Daikin)

27/10/2023: Overtime recovery = > A fill in box with number 27

30/10/2023: Annual leave (Counter L01) = > V fill in box with number 30

31/10/2023: Career leave = > A fill in box with grade 31

GRID 1 ⁽²⁾

<u>ZO</u>	<u>MA</u>	<u>DI</u>	<u>WO</u>	<u>DO</u>	<u>VR</u>	<u>ZA</u>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27 A	28
29	30 V	31 A				

Grid 2 (working outside Daikin)

27/10/2023: You do not work outside Daikin => Leave box with number 27 blank

28/10/2023: You work outside Daikin => Blacken box with number 28 with indelible ink

29/10/2023: You work outside Daikin => Blacken box with number 29 with indelible ink

30/10/2023: You do not work outside Daikin => Leave box with number 30 blank

31/10/2023: You do not work outside Daikin => Leave box with number 31 blank

GRID 2 ⁽²⁾

<u>ZO</u>	<u>MA</u>	<u>DI</u>	<u>WO</u>	<u>DO</u>	<u>VR</u>	<u>ZA</u>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	
	30	31				

Example 5 (working during the week)

Schedule 1 (working at Daikin)

27/10/2023: Economic unemployment => Leave box with number 27 blank

30/10/2023: Annual basis system => A fill in box with number 30

31/10/2023: Annual basic system => A fill in box with number 31

GRID 1 ⁽²⁾

<u>ZO</u>	<u>MA</u>	<u>DI</u>	<u>WO</u>	<u>DO</u>	<u>VR</u>	<u>ZA</u>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 A	31 A				

Grid 2 (working outside Daikin)

27/10/2023: You do not work outside Daikin => Leave box with number 27 blank

28/10/2023: You work outside Daikin => Blacken box with number 28 with indelible ink

29/10/2023: You work outside Daikin => Blacken box with number 29 with indelible ink

30/10/2023: You do not work outside Daikin => Leave box with number 30 blank

31/10/2023: You do not work outside Daikin => Leave box with number 31 blank

GRID 2 ⁽²⁾

<u>ZO</u>	<u>MA</u>	<u>DI</u>	<u>WO</u>	<u>DO</u>	<u>VR</u>	<u>ZA</u>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	
	30	31				

Example 6 (working during the week)

Schedule 1 (working at Daikin)

27/10/2023: Sick => Fill in Z box with number 27

30/10/2023: Economic unemployment => Leave box with number 30 blank

31/10/2023: Economic unemployment => Leave box with number 31 blank

GRID 1 ⁽²⁾

<u>ZO</u>	<u>MA</u>	<u>DI</u>	<u>WO</u>	<u>DO</u>	<u>VR</u>	<u>ZA</u>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27 Z	28
29	30	31				

Grid 2 (working outside Daikin)

27/10/2023: You do not work outside Daikin => Leave box with number 27 blank

28/10/2023: You do not work outside Daikin => Leave box with number 28 blank

29/10/2023: You do not work outside Daikin => Leave box with number 29 blank

30/10/2023: You do not work outside Daikin => Leave box with number 30 blank

31/10/2023: You do not work outside Daikin => Leave box with number 31 blank

GRID 2 ⁽²⁾

<u>ZO</u>	<u>MA</u>	<u>DI</u>	<u>WO</u>	<u>DO</u>	<u>VR</u>	<u>ZA</u>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Example 7 (working during the week)

Schedule 1 (working at Daikin)

27/10/2023: Sick => Fill in Z box with number 27

30/10/2023: Sick => Fill in Z box with number 30

31/10/2023: Sick => Fill in Z box with number 31

GRID 1 ⁽²⁾

<u>ZO</u>	<u>MA</u>	<u>DI</u>	<u>WO</u>	<u>DO</u>	<u>VR</u>	<u>ZA</u>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27 Z	28
29	30 Z	31 Z				

Grid 2 (working outside Daikin)

27/10/2023: You do not work outside Daikin => Leave box with number 27 blank

28/10/2023: You do not work outside Daikin => Leave box with number 28 blank

29/10/2023: You do not work outside Daikin => Leave box with number 29 blank

30/10/2023: You do not work outside Daikin => Leave box with number 30 blank

31/10/2023: You do not work outside Daikin => Leave box with number 31 blank

GRID 2 ⁽²⁾

<u>ZO</u>	<u>MA</u>	<u>DI</u>	<u>WO</u>	<u>DO</u>	<u>VR</u>	<u>ZA</u>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Example 8 (working during the week)

Schedule 1 (working at Daikin)

27/10/2023: Half day sick progressive employment (incl. WBAO) and half day Economic unemployment
=> Leave box with number 27 blank

30/10/2023: Half day sick progressive employment (incl. WBAO) and half day Economic unemployment
=> Leave box with number 30 blank

31/10/2023: Half day sick progressive employment (incl. WBAO) and half day Economic unemployment
=> Leave box with number 31 blank

GRID 1 ⁽²⁾

<u>ZO</u>	<u>MA</u>	<u>DI</u>	<u>WO</u>	<u>DO</u>	<u>VR</u>	<u>ZA</u>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Grid 2 (working outside Daikin)

27/10/2023: You do not work outside Daikin => Leave box with number 27 blank

28/10/2023: You do not work outside Daikin => Leave box with number 28 blank

29/10/2023: You do not work outside Daikin => Leave box with number 29 blank

30/10/2023: You do not work outside Daikin => Leave box with number 30 blank

31/10/2023: You do not work outside Daikin => Leave box with number 31 blank

GRID 2 ⁽²⁾

<u>ZO</u>	<u>MA</u>	<u>DI</u>	<u>WO</u>	<u>DO</u>	<u>VR</u>	<u>ZA</u>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Example 9 (working during the week)

Schedule 1 (working at Daikin)

27/10/2023: Day sick progressive employment (incl. WBAO) => Z fill in box with number 27

30/10/2023: Economic unemployment => Leave box with number 30 blank

31/10/2023: Day sick progressive employment (incl. WBAO) => Fill in box with number 31

GRID 1 ⁽²⁾

<u>ZO</u>	<u>MA</u>	<u>DI</u>	<u>WO</u>	<u>DO</u>	<u>VR</u>	<u>ZA</u>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27 Z	28
29	30	31 Z				

Grid 2 (working outside Daikin)

27/10/2023: You do not work outside Daikin => Leave box with number 27 blank

28/10/2023: You do not work outside Daikin => Leave box with number 28 blank

29/10/2023: You do not work outside Daikin => Leave box with number 29 blank

30/10/2023: You do not work outside Daikin => Leave box with number 30 blank

31/10/2023: You do not work outside Daikin => Leave box with number 31 blank

GRID 2 ⁽²⁾

<u>ZO</u>	<u>MA</u>	<u>DI</u>	<u>WO</u>	<u>DO</u>	<u>VR</u>	<u>ZA</u>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Example 10 (working during the weekend)

Schedule 1 (working at Daikin)

28/10/2023: Economic unemployment => Leave box with number 28 blank

29/10/2023: Economic unemployment => Leave box with number 29 blank

GRID 1 ⁽²⁾

<u>ZO</u>	<u>MA</u>	<u>DI</u>	<u>WO</u>	<u>DO</u>	<u>VR</u>	<u>ZA</u>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Grid 2 (working outside Daikin)

28/10/2023: You do not work outside Daikin => Leave box with number 28 blank

29/10/2023: You do not work outside Daikin => Leave box with number 29 blank

30/10/2023: You do not work outside Daikin => Leave box with number 30 blank

31/10/2023: You do not work outside Daikin => Leave box with number 31 blank

GRID 2 ⁽²⁾

<u>ZO</u>	<u>MA</u>	<u>DI</u>	<u>WO</u>	<u>DO</u>	<u>VR</u>	<u>ZA</u>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Example 11 (working during the weekend)

Schedule 1 (working at Daikin)

28/10/2023: Economic unemployment => Leave box with number 28 blank

29/10/2023: Economic unemployment => Leave box with number 29 blank

GRID 1 ⁽²⁾

<u>ZO</u>	<u>MA</u>	<u>DI</u>	<u>WO</u>	<u>DO</u>	<u>VR</u>	<u>ZA</u>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Grid 2 (working outside Daikin)

28/10/2023: You do not work outside Daikin => Leave box with number 28 blank

29/10/2023: You do not work outside Daikin => Leave box with number 29 blank

30/10/2023: You work outside Daikin => Blacken box with number 30 with indelible ink

31/10/2023: You work outside Daikin => Blacken the box with number 31 with indelible ink

GRID 2 ⁽²⁾

<u>ZO</u>	<u>MA</u>	<u>DI</u>	<u>WO</u>	<u>DO</u>	<u>VR</u>	<u>ZA</u>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

Example 12 (working during the weekend)

Schedule 1 (working at Daikin)

28/10/2023: Economic unemployment => Leave box with number 28 blank

29/10/2023: Annual leave (counter L01) = > V fill in box with number 29

GRID 1 ⁽²⁾

<u>ZO</u>	<u>MA</u>	<u>DI</u>	<u>WO</u>	<u>DO</u>	<u>VR</u>	<u>ZA</u>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29 V	30	31				

Grid 2 (working outside Daikin)

28/10/2023: You do not work outside Daikin => Leave box with number 28 blank

29/10/2023: You do not work outside Daikin => Leave box with number 29 blank

30/10/2023: You do not work outside Daikin => Leave box with number 30 blank

31/10/2023: You work outside Daikin => Blacken the box with number 31 with indelible ink

GRID 2 ⁽²⁾

<u>ZO</u>	<u>MA</u>	<u>DI</u>	<u>WO</u>	<u>DO</u>	<u>VR</u>	<u>ZA</u>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Example 13 (working during the weekend)

Schedule 1 (working at Daikin)

28/10/2023: Sick => Fill in Z box with number 28

29/10/2023: Sick => Fill in Z box with number 29

GRID 1 ⁽²⁾

<u>ZO</u>	<u>MA</u>	<u>DI</u>	<u>WO</u>	<u>DO</u>	<u>VR</u>	<u>ZA</u>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28 Z
29 Z	30	31				

Grid 2 (working outside Daikin)

28/10/2023: You do not work outside Daikin => Leave box with number 28 blank

29/10/2023: You do not work outside Daikin => Leave box with number 29 blank

30/10/2023: You do not work outside Daikin => Leave box with number 30 blank

31/10/2023: You work outside Daikin => Blacken the box with number 31 with indelible ink

GRID 2 ⁽²⁾

<u>ZO</u>	<u>MA</u>	<u>DI</u>	<u>WO</u>	<u>DO</u>	<u>VR</u>	<u>ZA</u>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

NOVEMBER

Economic unemployment foreseen on 2, 3, 10, 17 and 24 November 2023 (or 19 November for weekend workers)

Example 1 (working during the week)

Schedule 1 (working at Daikin)

2/11/2023: Economic unemployment => Leave box with number 2 blank
3/11/2023: Economic unemployment => Leave box with number 3 blank
6/11/2023: Working => Blacken box with number 6 with indelible ink
7/11/2023: Working => Blacken box with number 7 with indelible ink
8/11/2023: Working => Blacken box with number 8 with indelible ink
9/11/2023: Working => Blacken box with number 9 with indelible ink
10/11/2023: Economic unemployment => Leave box with number 10 blank
13/11/2023: Working => Blacken box with number 14 with indelible ink
14/11/2023: Working => Blacken box with number 14 with indelible ink
15/11/2023: Working => Blacken box with number 15 with indelible ink
16/11/2023: Working => Blacken box with number 16 with indelible ink
17/11/2023: Economic unemployment => Leave box with number 17 blank
20/11/2023: Working => Blacken box with number 20 with indelible ink
21/11/2023: Working => Blacken box with number 14 with indelible ink
22/11/2023: Working => Blacken box with number 14 with indelible ink
23/11/2023: Working => Blacken box with number 23 with indelible ink
24/11/2023: Economic unemployment => Leave box with number 24 blank
27/11/2023: Working => Blacken box with number 14 with indelible ink
28/11/2023: Working => Blacken box with number 14 with indelible ink
29/11/2023: Working => Blacken box with number 14 with indelible ink
30/11/2023: Working => Blacken box with number 14 with indelible ink

GRID 1 ⁽²⁾

WO -----	DO -----	VR -----	ZA -----	ZO -----	MA -----	DI -----
1	2	3	4	5		
		10	11	12		
		17	18	19		
		24	25	26		
		31				

Example 1 (working during the week)

Grid 2 (working outside Daikin)

2/11/2023: You do not work outside Daikin => Leave box with number 2 blank
3/11/2023: You do not work outside Daikin => Leave box with number 3 blank
4/11/2023: You don't work outside Daikin => Leave box with number 4 blank
5/11/2023: You don't work outside Daikin => Leave box with number 5 blank
6/11/2023: You do not work outside Daikin => Leave box with number 6 blank
7/11/2023: You don't work outside Daikin => Leave box with number 7 blank
8/11/2023: You don't work outside Daikin => Leave box with number 8 blank
9/11/2023: You don't work outside Daikin => Leave box with number 9 blank
10/11/2023: You do not work outside Daikin => Leave box with number 10 blank
11/11/2023: You do not work outside Daikin => Leave box with number 11 blank
12/11/2023: You do not work outside Daikin => Leave box with number 12 blank
13/11/2023: You do not work outside Daikin => Leave box with number 13 blank
14/11/2023: You do not work outside Daikin => Leave box with number 14 blank
15/11/2023: You do not work outside Daikin => Leave box with number 15 blank
16/11/2023: You do not work outside Daikin => Leave box with number 16 blank
17/11/2023: You do not work outside Daikin => Leave box with number 17 blank
18/11/2023: You do not work outside Daikin => Leave box with number 18 blank
19/11/2023: You do not work outside Daikin => Leave box with number 19 blank
20/11/2023: You do not work outside Daikin => Leave box with number 20 blank
21/11/2023: You do not work outside Daikin => Leave box with number 21 blank
22/11/2023: You do not work outside Daikin => Leave box with number 22 blank
23/11/2023: You do not work outside Daikin => Leave box with number 23 blank
24/11/2023: You do not work outside Daikin => Leave box with number 24 blank
25/11/2023: You do not work outside Daikin => Leave box with number 25 blank
26/11/2023: You do not work outside Daikin => Leave box with number 26 blank
27/11/2023: You do not work outside Daikin => Leave box with number 27 blank
28/11/2023: You do not work outside Daikin => Leave box with number 28 blank
29/11/2023: You do not work outside Daikin => Leave box with number 29 blank
30/11/2023: You do not work outside Daikin => Leave box with number 30 blank

GRID 2 ⁽²⁾

WO -----	DO -----	VR -----	ZA -----	ZO -----	MA -----	DI -----
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Example 2 (working during the week)

Schedule 1 (working at Daikin)

2/11/2023: Economic unemployment => Leave box with number 2 blank

3/11/2023: Economic unemployment => Leave box with number 3 blank

6/11/2023: **half day work and half day ADV => Blacken box with number 6 with indelible ink**

7/11/2023: **half day work and half day ADV => Blacken box with number 7 with indelible ink**

8/11/2023: Working => Blacken box with number 8 with indelible ink

9/11/2023: Working => Blacken box with number 9 with indelible ink

10/11/2023: Economic unemployment => Leave box with number 10 blank

13/11/2023: **Overtime recovery = > A fill in box with number 13**

14/11/2023: Working => Blacken box with number 14 with indelible ink

15/11/2023: Working => Blacken box with number 15 with indelible ink

16/11/2023: Working => Blacken box with number 16 with indelible ink

17/11/2023: Economic unemployment => Leave box with number 17 blank

20/11/2023: Working => Blacken box with number 20 with indelible ink

21/11/2023: **Sick => Fill in Z box with number 21**

22/11/2023: **Sick = > Fill in Z box with number 22**

23/11/2023: Working => Blacken box with number 23 with indelible ink

24/11/2023: Economic unemployment => Leave box with number 24 blank

27/11/2023: **Family leave = > A fill in box with number 27**

28/11/2023: **Seniority leave => A fill in box with number 28**

29/11/2023: **ADV => Fill in A box with number 29**

30/11/2023: **Annual leave (Counter L01) = > V fill in box with number 30**

GRID 1 ⁽²⁾

WO -----	DO -----	VR -----	ZA -----	ZO -----	MA -----	DI -----
1	2	3	4	5		
		10	11	12	13 A	
		17	18	19		21 Z
22 Z		24	25	26	27 A	28 A
29 A	30 V	31				

Example 2 (working during the week)

Grid 2 (working outside Daikin)

2/11/2023: You do not work outside Daikin => Leave box with number 2 blank
3/11/2023: You do not work outside Daikin => Leave box with number 3 blank
4/11/2023: You don't work outside Daikin => Leave box with number 4 blank
5/11/2023: You don't work outside Daikin => Leave box with number 5 blank
6/11/2023: You do not work outside Daikin => Leave box with number 6 blank
7/11/2023: You don't work outside Daikin => Leave box with number 7 blank
8/11/2023: You don't work outside Daikin => Leave box with number 8 blank
9/11/2023: You don't work outside Daikin => Leave box with number 9 blank
10/11/2023: You do not work outside Daikin => Leave box with number 10 blank
11/11/2023: You do not work outside Daikin => Leave box with number 11 blank
12/11/2023: You do not work outside Daikin => Leave box with number 12 blank
13/11/2023: You do not work outside Daikin => Leave box with number 13 blank
14/11/2023: You do not work outside Daikin => Leave box with number 14 blank
15/11/2023: You do not work outside Daikin => Leave box with number 15 blank
16/11/2023: You do not work outside Daikin => Leave box with number 16 blank
17/11/2023: You do not work outside Daikin => Leave box with number 17 blank
18/11/2023: You do not work outside Daikin => Leave box with number 18 blank
19/11/2023: You do not work outside Daikin => Leave box with number 19 blank
20/11/2023: You do not work outside Daikin => Leave box with number 20 blank
21/11/2023: You do not work outside Daikin => Leave box with number 21 blank
22/11/2023: You do not work outside Daikin => Leave box with number 22 blank
23/11/2023: You do not work outside Daikin => Leave box with number 23 blank
24/11/2023: You do not work outside Daikin => Leave box with number 24 blank
25/11/2023: You do not work outside Daikin => Leave box with number 25 blank
26/11/2023: You do not work outside Daikin => Leave box with number 26 blank
27/11/2023: You do not work outside Daikin => Leave box with number 27 blank
28/11/2023: You do not work outside Daikin => Leave box with number 28 blank
29/11/2023: You do not work outside Daikin => Leave box with number 29 blank
30/11/2023: You do not work outside Daikin => Leave box with number 30 blank

GRID 2 ⁽²⁾

WO -----	DO -----	VR -----	ZA -----	ZO -----	MA -----	DI -----
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Voorbeeld 3 (werken tijdens de week)

Grid 1 (werken bij Daikin)

2/11/2023: Overtime recupuren => A invullen in vakje met cijfer 2

3/11/2023: Economische werkloosheid => Vakje met cijfer 3 blanco laten

6/11/2023: halve dag werken en halve dag anciënniteitsverlof => Vakje met cijfer 6 zwart maken met onuitwisbare inkt

7/11/2023: Werken => Vakje met cijfer 7 zwart maken met onuitwisbare inkt

8/11/2023: Werken => Vakje met cijfer 8 zwart maken met onuitwisbare inkt

9/11/2023: Werken => Vakje met cijfer 9 zwart maken met onuitwisbare inkt

10/11/2023: Economische werkloosheid => Vakje met cijfer 10 blanco laten

13/11/2023: Werken => Vakje met cijfer 13 zwart maken met onuitwisbare inkt

14/11/2023: Werken => Vakje met cijfer 14 zwart maken met onuitwisbare inkt

15/11/2023: Werken => Vakje met cijfer 15 zwart maken met onuitwisbare inkt

16/11/2023: Werken => Vakje met cijfer 16 zwart maken met onuitwisbare inkt

17/11/2023: Economische werkloosheid => Vakje met cijfer 17 blanco laten

20/11/2023: Werken => Vakje met cijfer 20 zwart maken met onuitwisbare inkt

21/11/2023: Werken => Vakje met cijfer 21 zwart maken met onuitwisbare inkt

22/11/2023: Werken => Vakje met cijfer 22 zwart maken met onuitwisbare inkt

23/11/2023: 2u werken en ziek naar huis => Vakje met cijfer 23 zwart maken met onuitwisbare inkt

24/11/2023: Ziek => Z invullen in vakje met cijfer 24

27/11/2023: CAO-dag => A invullen in vakje met cijfer 27

28/11/2023: Anciënniteitsverlof => A invullen in vakje met cijfer 28

29/11/2023: ADV => A invullen in vakje met cijfer 29

30/11/2023: Jaarlijks verlof (Teller L01) => V invullen in vakje met cijfer 30

GRID 1 ⁽²⁾

WO -----	DO -----	VR -----	ZA -----	ZO -----	MA -----	DI -----
1	2 A	3	4	5		
		10	11	12		
		17	18	19		
		24 Z	25	26	27 A	28 A
29 A	30 V	31				

Example 3 (working during the week)

Grid 2 (working outside Daikin)

2/11/2023: You do not work outside Daikin => Leave box with number 2 blank

3/11/2023: You do not work outside Daikin => Leave box with number 3 blank

4/11/2023: You don't work outside Daikin => Leave box with number 4 blank

5/11/2023: You don't work outside Daikin => Leave box with number 5 blank

6/11/2023: You do not work outside Daikin => Leave box with number 6 blank

7/11/2023: You don't work outside Daikin => Leave box with number 7 blank

8/11/2023: You don't work outside Daikin => Leave box with number 8 blank

9/11/2023: You don't work outside Daikin => Leave box with number 9 blank

10/11/2023: You do not work outside Daikin => Leave box with number 10 blank

11/11/2023: You work outside Daikin => Blacken box with number 11 with indelible ink

12/11/2023: You do not work outside Daikin => Leave box with number 12 blank

13/11/2023: You do not work outside Daikin => Leave box with number 13 blank

14/11/2023: You do not work outside Daikin => Leave box with number 14 blank

15/11/2023: You do not work outside Daikin => Leave box with number 15 blank

16/11/2023: You do not work outside Daikin => Leave box with number 16 blank

17/11/2023: You do not work outside Daikin => Leave box with number 17 blank

18/11/2023: You work outside Daikin => Blacken box with number 18 with indelible ink

19/11/2023: You do not work outside Daikin => Leave box with number 19 blank

20/11/2023: You do not work outside Daikin => Leave box with number 20 blank

21/11/2023: You do not work outside Daikin => Leave box with number 21 blank

22/11/2023: You do not work outside Daikin => Leave box with number 22 blank

23/11/2023: You do not work outside Daikin => Leave box with number 23 blank

24/11/2023: You do not work outside Daikin => Leave box with number 24 blank

25/11/2023: You do not work outside Daikin => Leave box with number 25 blank

26/11/2023: You do not work outside Daikin => Leave box with number 26 blank

27/11/2023: You do not work outside Daikin => Leave box with number 27 blank

28/11/2023: You do not work outside Daikin => Leave box with number 28 blank

29/11/2023: You do not work outside Daikin => Leave box with number 29 blank

30/11/2023: You do not work outside Daikin => Leave box with number 30 blank

GRID 2 ⁽²⁾

WO -----	DO -----	VR -----	ZA -----	ZO -----	MA -----	DI -----
1	2	3	4	5	6	7
8	9	10		12	13	14
15	16	17		19	20	21
22	23	24	25	26	27	28
29	30	31				

Example 4 (working during the week)

Schedule 1 (working at Daikin)

2/11/2023: Annual basis system => A fill in box with number 2

3/11/2023: Annual base system => A fill in box with number 3

6/11/2023: Working => Blacken box with number 6 with indelible ink

7/11/2023: Working => Blacken box with number 7 with indelible ink

8/11/2023: Working => Blacken box with number 8 with indelible ink

9/11/2023: Working => Blacken box with number 9 with indelible ink

10/11/2023: Economic unemployment => Leave box with number 10 blank

13/11/2023: Working => Blacken box with number 13 with indelible ink

14/11/2023: Working => Blacken box with number 14 with indelible ink

15/11/2023: Working => Blacken box with number 15 with indelible ink

16/11/2023: Working => Blacken box with number 16 with indelible ink

17/11/2023: Economic unemployment => Leave box with number 17 blank

20/11/2023: Working => Blacken box with number 20 with indelible ink

21/11/2023: Working => Blacken box with number 21 with indelible ink

22/11/2023: Working => Blacken box with number 22 with indelible ink

23/11/2023: Sick => Z fill in box with number 23 and guaranteed wage

24/11/2023: Sick => Fill in box with number 24 and guaranteed wage

27/11/2023: Family leave => A fill in box with number 27

28/11/2023: Small leave => A fill in box with number 28

29/11/2023: ADV => Fill in A box with number 29

30/11/2023: Career leave => A fill in box with grade 30

GRID 1 ⁽²⁾

WO -----	DO -----	VR -----	ZA -----	ZO -----	MA -----	DI -----
1	2 A	3 A	4	5		
		10	11	12		
		17	18	19		
		23 Z	24 Z	25	26	27 A
						28 A
29 A	30 A	31				

Example 4 (working during the week)

Grid 2 (working outside Daikin)

2/11/2023: You do not work outside Daikin => Leave box with number 2 blank

3/11/2023: You do not work outside Daikin => Leave box with number 3 blank

4/11/2023: You don't work outside Daikin => Leave box with number 4 blank

5/11/2023: You don't work outside Daikin => Leave box with number 5 blank

6/11/2023: You do not work outside Daikin => Leave box with number 6 blank

7/11/2023: You don't work outside Daikin => Leave box with number 7 blank

8/11/2023: You don't work outside Daikin => Leave box with number 8 blank

9/11/2023: You don't work outside Daikin => Leave box with number 9 blank

10/11/2023: You do not work outside Daikin => Leave box with number 10 blank

11/11/2023: You work outside Daikin => Blacken box with number 11 with indelible ink

12/11/2023: You do not work outside Daikin => Leave box with number 12 blank

13/11/2023: You do not work outside Daikin => Leave box with number 13 blank

14/11/2023: You do not work outside Daikin => Leave box with number 14 blank

15/11/2023: You do not work outside Daikin => Leave box with number 15 blank

16/11/2023: You do not work outside Daikin => Leave box with number 16 blank

17/11/2023: You do not work outside Daikin => Leave box with number 17 blank

18/11/2023: You work outside Daikin => Blacken box with number 18 with indelible ink

19/11/2023: You do not work outside Daikin => Leave box with number 19 blank

20/11/2023: You do not work outside Daikin => Leave box with number 20 blank

21/11/2023: You do not work outside Daikin => Leave box with number 21 blank

22/11/2023: You do not work outside Daikin => Leave box with number 22 blank

23/11/2023: You do not work outside Daikin => Leave box with number 23 blank

24/11/2023: You do not work outside Daikin => Leave box with number 24 blank

25/11/2023: You do not work outside Daikin => Leave box with number 25 blank

26/11/2023: You do not work outside Daikin => Leave box with number 26 blank

27/11/2023: You work outside Daikin => Blacken box with number 27 with indelible ink

28/11/2023: You do not work outside Daikin => Leave box with number 28 blank

29/11/2023: You do not work outside Daikin => Leave box with number 29 blank

30/11/2023: You do not work outside Daikin => Leave box with number 30 blank

GRID 2 ⁽²⁾

WO	DO	VR	ZA	ZO	MA	DI
1	2	3	4	5	6	7
8	9	10		12	13	14
15	16	17		19	20	21
22	23	24	25	26		28
29	30	31				

Example 5 (working during the weekend)

Schedule 1 (working at Daikin)

19/11/2023: Economic unemployment => Leave box with number 19 blank

25/11/2023: Working => Blacken box with number 20 with indelible ink

26/11/2023: Working => Blacken box with number 21 with indelible ink

GRID 1 ⁽²⁾

WO -----	DO -----	VR -----	ZA -----	ZO -----	MA -----	DI -----
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24			27	28
29	30	31				

Grid 2 (working outside Daikin)

19/11/2023: You do not work outside Daikin => Leave box with number 19 blank

20/11/2023: You do not work outside Daikin => Leave box with number 20 blank

21/11/2023: You do not work outside Daikin => Leave box with number 21 blank

22/11/2023: You do not work outside Daikin => Leave box with number 22 blank

23/11/2023: You do not work outside Daikin => Leave box with number 23 blank

24/11/2023: You do not work outside Daikin => Leave box with number 24 blank

25/11/2023: You do not work outside Daikin => Leave box with number 25 blank

26/11/2023: You do not work outside Daikin => Leave box with number 26 blank

27/11/2023: You work outside Daikin => Blacken box with number 27 with indelible ink

28/11/2023: You do not work outside Daikin => Leave box with number 28 blank

29/11/2023: You do not work outside Daikin => Leave box with number 29 blank

30/11/2023: You do not work outside Daikin => Leave box with number 30 blank

GRID 2 ⁽²⁾

WO -----	DO -----	VR -----	ZA -----	ZO -----	MA -----	DI -----
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26		28
29	30	31				

Example 6 (working during the weekend)

Schedule 1 (working at Daikin)

19/11/2023: Economic unemployment => Leave box with number 19 blank

25/11/2023: Working => Blacken box with number 20 with indelible ink

26/11/2023: Working => Blacken box with number 21 with indelible ink

GRID 1 ⁽²⁾

WO -----	DO -----	VR -----	ZA -----	ZO -----	MA -----	DI -----
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24			27	28
29	30	31				

Grid 2 (working outside Daikin)

19/11/2023: You do not work outside Daikin => Leave box with number 19 blank

20/11/2023: You work outside Daikin => Blacken box with number 20 with indelible ink

21/11/2023: You work outside Daikin => Blacken box with number 21 with indelible ink

22/11/2023: You work outside Daikin => Blacken box with number 22 with indelible ink

23/11/2023: You work outside Daikin => Blacken box with number 23 with indelible ink

24/11/2023: You do not work outside Daikin => Leave box with number 24 blank

25/11/2023: You do not work outside Daikin => Leave box with number 25 blank

26/11/2023: You do not work outside Daikin => Leave box with number 26 blank

27/11/2023: You work outside Daikin => Blacken box with number 27 with indelible ink

28/11/2023: You work outside Daikin => Blacken box with number 28 with indelible ink

29/11/2023: You work outside Daikin => Blacken box with number 29 with indelible ink

30/11/2023: You work outside Daikin => Blacken box with number 30 with indelible ink

GRID 2 ⁽²⁾

WO	DO	VR	ZA	ZO	MA	DI
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19		
		24	25	26		
		31				

Example 7 (working during the weekend)

Schedule 1 (working at Daikin)

19/11/2023: Annual leave (Counter L01) = > V fill in box with number 19

25/11/2023: Working => Blacken box with number 20 with indelible ink

26/11/2023: Working => Blacken box with number 21 with indelible ink

GRID 1 ⁽²⁾

WO -----	DO -----	VR -----	ZA -----	ZO -----	MA -----	DI -----
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19 V	20	21
22	23	24			27	28
29	30	31				

Grid 2 (working outside Daikin)

19/11/2023: You do not work outside Daikin => Leave box with number 19 blank

20/11/2023: You work outside Daikin => Blacken box with number 20 with indelible ink

21/11/2023: You work outside Daikin => Blacken box with number 21 with indelible ink

22/11/2023: You work outside Daikin => Blacken box with number 22 with indelible ink

23/11/2023: You work outside Daikin => Blacken box with number 23 with indelible ink

24/11/2023: You do not work outside Daikin => Leave box with number 24 blank

25/11/2023: You do not work outside Daikin => Leave box with number 25 blank

26/11/2023: You do not work outside Daikin => Leave box with number 26 blank

27/11/2023: You do not work outside Daikin => Leave box with number 27 blank

28/11/2023: You do not work outside Daikin => Leave box with number 28 blank

29/11/2023: You do not work outside Daikin => Leave box with number 29 blank

30/11/2023: You do not work outside Daikin => Leave box with number 30 blank

GRID 2 ⁽²⁾

WO -----	DO -----	VR -----	ZA -----	ZO -----	MA -----	DI -----
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19		
		24	25	26	27	28
29	30	31				