**MODELE de document individuel de contrôle DE L’HORAIRE DE TRAVAIL DES SALARIES DONT LE TEMPS DE TRAVAIL EST APPRECIE DANS LE CADRE D’UNE CONVENTION DE FORFAIT EN JOURS SUR L’ANNEE**

**(L. 3121-64 et D.3171-10 du code du Travail**

**et article 103 de la Convention Collective Nationale de la Métallurgie)**

Décompte sur la période annuelle du 1er janvier au 31 décembre (ou toute autre période de 12 mois).

Le document de contrôle doit faire apparaître la date et le nombre de journées ou de demi-journées travaillées sur l’année.

T : jour travaillé

Il doit faire aussi apparaître les dates des journées ou des demi-journées de repos sur l’année et leur qualification en :

RH : repos hebdomadaire

RF : repos fériés

RCPL : repos congés payés légaux

RCPC : repos congés payés conventionnel (ancienneté ou autre)

RRTT : repos réduction du temps de travail

S’il existe des jours de repos à d’autres titres que ceux évoqués précédemment, par exemple, maladie, congés pour événement de famille, etc. :

M : maladie

CPEF : congé pour événement de famille, etc.

Le document peut être tenu par l’employeur, mais aussi par le salarié sous la responsabilité de l’employeur.

Le document peut avoir un support papier ou numérique.

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| **Nombre total de jours travaillés sur la période annuelle :** | | | | | | | | | | | | | | | | | | | | |
| Semaine 1 | | | | | | | Semaine 2 | | | | | | | Semaine 3 | | | | | | |
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| Semaine 3 | | | | | | | Semaine 4 | | | | | | | Semaine 5 | | | | | | |
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| Semaine 6 | | | | | | | Semaine 7 | | | | | | | Semaine 8 | | | | | | |
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| Semaine 9 | | | | | | | Semaine 10 | | | | | | | Semaine 11 | | | | | | |
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| Semaine 12 | | | | | | | Semaine 13 | | | | | | | Semaine 14 | | | | | | |
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| Semaine 15 | | | | | | | Semaine 16 | | | | | | | Semaine 17 | | | | | | |
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| Semaine 18 | | | | | | | Semaine 19 | | | | | | | Semaine 20 | | | | | | |
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| Semaine 21 | | | | | | | Semaine 22 | | | | | | | Semaine 23 | | | | | | |
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| Semaine 24 | | | | | | | Semaine 25 | | | | | | | Semaine 26 | | | | | | |
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| Semaine 30 | | | | | | | Semaine 31 | | | | | | | Semaine 32 | | | | | | |
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| Semaine 33 | | | | | | | Semaine 34 | | | | | | | Semaine 35 | | | | | | |
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| Semaine 36 | | | | | | | Semaine 37 | | | | | | | Semaine 38 | | | | | | |
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| Semaine 39 | | | | | | | Semaine 40 | | | | | | | Semaine 41 | | | | | | |
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| Semaine 45 | | | | | | | Semaine 46 | | | | | | | Semaine 47 | | | | | | |
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| Semaine 48 | | | | | | | Semaine 49 | | | | | | | Semaine 50 | | | | | | |
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| Semaine 51 | | | | | | | Semaine 52 | | | | | | | Semaine 53 | | | | | | |
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