PROTOCOL
ON THE ORGANISATION OF WORKING HOURS
FOR SALARIED PHD STUDENTS AT CENTRALE NANTES

Submitted to the CSA for review on 22nd September 2026 – Presented for approval to the Board of Directors on 1st October 2026

Reference documents:

- Decree No. 2000-815 of 25th August 2000 on the organisation and reduction of working hours in the civil service and the judiciary.
- Article 8 of Decree No. 84-431 of 6th June 1984
- Decree No. 2002-634 of 29th April 2002 and Order of 28th July 2004 relating to the application of the CET in decentralised services and establishments falling under the Ministry of National Education.
- Circular No. 2010-205 of 27th September 2010 concerning the CET in decentralised services and establishments falling under the Ministry of National Education.
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- Circular of 31st March 2017 concerning the application of working time regulations across the three branches of the civil service
- Circular of 30th April 2012 concerning statutory leave for research lecturers and other teaching staff working in higher education.
- Article L412-3 of the Research Code, Article D412-3 of the Research Code, Article D412-4 of the Research Code

This protocol refers to the term 'doctoral student'. This term is to be understood as gender-neutral and applies to both women and men.

Article 1 – Purpose and scope

The purpose of this protocol is to lay down the rules relating to the duration and organisation of working hours, annual leave, split days and compensatory time off (JRTT) applicable to doctoral students recruited by the institution under a public-law doctoral contract in the context of research activities with a view to obtaining a doctoral degree and, where applicable, to supplementary activities provided for in their contract.
It applies to all doctoral students employed by the institution who hold a doctoral contract with Centrale Nantes concluded on the basis of the regulatory provisions relating to public-law doctoral contracts, in particular with regard to supplementary activities and the limits placed on them
Staff attached to EPSTs or other institutions or companies and based at Centrale are not covered by this protocol.

Article 2 – Working hours and organisation of working time

2.1. Annual working hours

The organisation of working hours for doctoral students employed by École Centrale de Nantes is based on the statutory annual working hours. Consequently, the working hours of a doctoral student employed

by Centrale Nantes are set at 1,607 hours calculated on an annual basis. The following are deducted as a lump sum from these 1,607 hours:

- The two split-shift days at seven hours per day
- The equivalent duration of eight statutory public holidays
- This brings the annual working time to 1,537 hours

This arrangement applies each year, for the period from 1st September to 31st August.

2.2 Weekly working hours

The standard weekly working time for employees at Centrale Nantes is set at 38 hours and 30 minutes, spread over five working days, in accordance with regulatory provisions.

2.3 Calculation of entitlement to Time Off in Lieu days (JRTT or Journées de Récupération du temps de travail)

The 38-hour 30-minute working week constitutes the reference working time for calculating entitlement to Time Off in Lieu (JRTT).
In return for the 38-hour 30-minute weekly working week, which exceeds the statutory 35-hour working week, and in accordance with the principles of working time organisation and reduction, doctoral students employed by Centrale Nantes are entitled to 18 Compensatory Days Off (JRTT) per academic year. The purpose of these JRTTs is to compensate for hours worked in excess of the statutory working time, based on the 38.5-hour working week, and they constitute rest days linked to the organisation of working time.

Reduced working time days (RTT or Réduction du temps de travail) are only granted in return for working more than 35 hours per week.

Regardless of the reason, days not worked are not to be regarded as actual working time and, consequently, do not entitle the employee to days off in lieu.

2.4 – Organisation of working time

Working hours are set taking into account the requirements of research and, where applicable, additional activities, whilst complying with the minimum guarantees set out in the applicable rules regarding daily working hours, the length of the working day and the minimum rest period between two periods of work. The weekly working hours total 38 hours 30 minutes spread over five days, with a lunch break of at least 45 minutes and no more than one hour 30 minutes, and a predefined daily working time of 07:45 from Monday to Thursday and 07:30 on Friday

<u>Flexible working hours</u>
Where there is a single work cycle and no electronic system for monitoring working time, PhD students may work flexible hours as specified below, whilst complying with the daily working hours set out in this protocol:

Arrival time slot: between 07:30 and 09:30.	Departure time window: between 16:15 and 19:00

A PhD student employed by Centrale Nantes shall organise the daily allocation of their working time within the flexible working hours set out in this article, in accordance with the provisional timetable drawn up with their supervisor and subject to any attendance requirements relating to teaching, consultancy or research dissemination activities stipulated in their PhD contract.

Monitoring of working hours

The thesis supervisor is, in principle, the manager responsible for monitoring working hours, unless otherwise agreed by the Director of the institution.
The provisional work schedule, including periods of leave and training, is drawn up jointly by the doctoral student employed by Centrale Nantes and their supervisor
It is the supervisor's responsibility to ensure that:

- the doctoral student employed by Centrale Nantes works in accordance with the daily and weekly timetables set out in this protocol
- the PhD student employed by Centrale Nantes is not present on site outside the institution's opening hours, and is not working alone
- the periods of leave taken by PhD students in paid employment are compatible with the laboratory's or department's requirements
- the salaried PhD student has submitted their holiday requests in a timely manner and that no holiday entitlement is carried over from one academic year to the next.

2.5. Leave and JRTT

- Annual leave and JRTT days are scheduled by mutual agreement between the salaried PhD student and their supervisor, in line with research requirements, additional activities and the institution's closure periods, subject to operational needs.
- Annual leave and JRTT days are calculated on an academic year basis, running from[1]September of year N to 31st August of year N+1.
- Salaried PhD students must use part of their leave entitlement during all periods when the School is closed for administrative reasons.
- The dates of administrative closure are set each year by the Management.
- Any remaining annual leave must be taken, as a priority, during periods that are compatible with the constraints of the laboratories/departments.
- Salaried PhD students must take between three and five consecutive weeks' leave during the period July–August.
- Unpaid leave may be used as a last resort when paid leave entitlements have been exhausted, subject to compliance with regulatory provisions and the manager's approval.

The carry-over of leave from one year to the next is subject to certain conditions. It is possible:

- in the event of sick leave which has made it impossible to take the leave. In this specific case, the period for 'making up' this leave is subject to consultation with the supervisor prior to the of the

leave request via the time management system. The supervisor determines the arrangements and timetable for making up the leave in accordance with the needs of the laboratory or department.

- Where a salaried PhD student is unable to take all their annual leave before 31st August of the academic year, the unused hours are carried over to the following academic year as a balance equivalent to a maximum of 25 days. This balance must, however, be taken before the last day of the autumn holidays. All leave must be taken before the end of the salaried PhD student's employment contract.

2.6. No time-saving scheme

The time-saving scheme, as organised by Decree No. 2002-634 of 29th April 2002, is based on the accumulation of rest days and unused leave, in accordance with the specific arrangements applicable to administrative and technical staff. Lecturers and researchers, and equivalent staff, are subject to a separate leave scheme, set out in Article 8 of Decree No. 84-431 of 6th June 1984. Doctoral students employed by the institution under a Centrale Nantes doctoral contract are therefore not entitled to the time-savings account.

2.7. Other types of leave relating to absences and their impact on the calculation of working time

Absences for health reasons (illness, accident at work, etc.), other than maternity/paternity/birth leave, may result in a reduction in entitlement to JRTT.

2.8. Definition of actual working time

Actual working time is defined as the time during which the salaried PhD student is at the institution's disposal and must comply with its instructions without being able to attend to personal matters; this specifically excludes periods of leave and rest periods.

Article 3 – Summary of general provisions

3.1. Additional activities undertaken by employees of Centrale Nantes

The duties of a doctoral student employed by Centrale Nantes may include additional activities relating to teaching, the dissemination of scientific and technical information, the promotion of research findings or the provision of expert advice; the total duration of such activities may not exceed one-sixth of the annual duration of actual working time, including where, for doctoral students under public law, these activities are carried out as part of a combination of roles. Supplementary activities are scheduled and recorded separately from research activities and must not result in the maximum weekly working hours set out in Article 2 being exceeded, nor in the requirements for daily and weekly rest periods being disregarded.

3.2. Daily rest, working hours and weekly rest

The organisation of working hours for salaried PhD students complies with the minimum guarantees regarding rest periods and working hours set out for staff in public administrative services and institutions.

Employees of Centrale Nantes are therefore entitled to a weekly rest period of at least 35 hours, including Sunday, and a minimum daily rest period of 11 hours between two working days.
Any arrangement that results in these guarantees being exceeded is prohibited, as it jeopardises the health and safety of Centrale Nantes employees.

Article 4 – Monitoring of workload and health at work

Regular monitoring of the workload of salaried PhD students is carried out by their supervisor, in particular during meetings relating to their research activities and, where applicable, their additional activities, in order to ensure that the organisation of working time complies with the minimum rest guarantees and does not expose those concerned to the risk of exceeding maximum working hours or of harm to their health.

Article 5 – Coordination with other schemes

This protocol is in accordance with the rules of professional conduct and the legislation relating to the civil service and to staff in higher education and research, which require that all working hours of academic staff and equivalent personnel be devoted to their duties, subject to authorised concurrent appointments.

This protocol is consistent with the legal and regulatory provisions applicable to doctoral contracts, staff in higher education and research and, where applicable, institutional agreements governing the organisation of working time (remote working protocol).

Article 6.—Entry into force and transitional provisions

This protocol shall enter into force on the date of its approval by the institution's Board of Governors, following the opinion of the Social Administration Committee, and shall apply to new doctoral contracts entered into from the 2026–2027 academic year onwards.

For doctoral students employed by Centrale Nantes whose doctoral contract commences on 1st September 2026, the previous provisions shall remain applicable until 30th September 2026; this protocol shall apply to them from 1st October 2026, by way of an amendment to their employment contract. If the amendment is not signed, the Centrale Nantes employee shall remain subject to the provisions of their original contract.

The previous protocol, 'Arrangements for the Organisation of Working Time at École Centrale de Nantes', approved on 24th April 2017 by the Technical Committee, applies to employees of Centrale Nantes on doctoral contracts who were recruited prior to the 2026–2027 academic year or whose contracts are extended beyond three years.