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Reduction of working time (RTT) in the public service

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Reducing working time (RTT) is a device that allows you to benefit from hours of rest if your actual work is longer than the legal working time. We will detail this device.

What is reduced working time?

Working time reduction (RTT) is a device that allows you to **hours of rest** if your **duration of actual work** is **longer than the legal term** of work.

Overtime and Periods standby duty (<https://www.service-public.gouv.fr/particuliers/vosdroits/F589?lang=en>) and permanence (<https://www.service-public.gouv.fr/particuliers/vosdroits/F21423?lang=en>) give rise to the payment of compensation or to the granting of compensatory rest. They are not taken into account in determining entitlements to RTT hours.

Who can benefit from RTT?

You can benefit from RTT days whether you are **civil servant** (trainee or holder) or **contractual**.

How do you buy RTT days?

You get RTT hours when you perform more effective working hours than the legal effective working time.

The legal duration of actual work shall be fixed at **35 hours a week**.

Reminder

The legal duration of work **may be lower** to take account of specific subjects (for example, night work, working staggered hours). In this case, the working time shall be fixed by ministerial decree, after obtaining the opinion of the Social Committee.

There are different forms of organization of working time: working cycles, variable hours, flat-rate day arrangements.

The organization of work shall be determined, after the opinion of the Social Committee, by ministerial decree, in the State civil service, by deliberation, in the territorial civil service or by decision of the head of establishment, in the hospital civil service.

Work Cycles

Working time may be organized according to reference periods called *work cycles*.

The duration of a work cycle can range from week to year.

Working time within a cycle should be 35 hours on average.

Example :

Working time can be organized in 2-week cycles, including 1 week at 39 hours and 1 week at 31 hours.

If the working time within a work cycle is more than 35 hours per week, you are entitled to RTT hours.

Example :

If the work cycle is a week and the work duration is 37 hours per week, you are entitled to 2 hours of RTT each week.

Variable Hours

Working time may also be organized in variable hours.

This organization defines a **reference period** (usually a fortnight or a month) during which you have to work an average of 35 hours per week.

Depending on the missions and the needs of the service, the variable schedules can be organized as follows:

- Either they provide for a **minimum working vacation of at least 4 hours per day**
- Either they provide for **fixed ranges** at least 4 hours (during which you must be present) and **moving beaches** (during which you choose your daily arrival and departure times).

Example :

Fixed beaches from 9.30am to 11.30am and from 1.30pm to 4.30pm (during which you must be present) and mobile beaches from 7.00am to 9.30am and from 4.30pm to 7.00pm (during which you choose your daily arrival and departure times).

This organization allows you to choose your arrival and departure times at work within the framework that has been defined and according to service requirements.

Your working hours are counted by a **pointing system**.

A maximum number of hours can be charged to your debit or credit.

For a **reference period of 15**, this ceiling may not be higher than **6 hours**. For a **one-month reference period**, it may not be greater than **12 hours**.

If you end up working more than 35 hours on average per week, you are entitled to RTT hours.

Package-days scheme

Working time may be organized in accordance with the flat-rate system for working days where the assignments are not compatible with an hourly working time statement.

This organization accounts for hours of work in **number of days worked in the year** (and not in hours) and to allocate in return **fixed number of RTT days** (usually 18 days).

What are the effects of absence days on RTT?

Obtaining RTT hours is linked to the **actual realization** working hours exceeding 35 hours per week.

Thus, non-working days for any reason do not generate RTT hours.

There is, however **2 exceptions** :

- Leave authorizations granted under the trade union right (<https://www.service-public.gouv.fr/particuliers/vosdroits/F497?lang=en>)
- And leave of absence for which the text establishing them provides that they shall be treated as actual working time.

In these 2 cases, on these days of absence, you are considered to have completed the scheduled work time, **if you are not on a variable schedule**. If you were scheduled to work more than 7 hours per day, you are considered to have completed the scheduled work.

How are RTTs granted?

RTT hours are granted by **day** or **half-day**.

If you cannot use your RTT days due to service requirements, you can keep them on a Time Savings Account (TSA) (<https://www.service-public.gouv.fr/particuliers/vosdroits/F585?lang=en>) .

How are RTT days paid?

The days or half-days of RTT are remunerated under the usual conditions.

Statute and miscellaneous references

Civil Service Code: Article L611-1 to L611-3

(https://www.legifrance.gouv.fr/codes/section_lc/LEGITEXT000044416551/LEGISCTA000044423491/?lang=en)

General Code of the Civil Service: Article L822-28

(https://www.legifrance.gouv.fr/codes/article_lc/LEGIARTI000044424537?lang=en)

Decree No. 2000-815 of 25 August 2000 on the adjustment and reduction of working time in the State civil service

(<https://www.legifrance.gouv.fr/loda/id/LEGITEXT000005629863/?lang=en>)

Decree No. 2001-623 of 12 July 2001 on the organization and reduction of working time in the territorial civil service

(<https://www.legifrance.gouv.fr/loda/id/LEGITEXT000005631213/?lang=en>)

Decree No. 2002-9 of 4 January 2002 on working time and work organization in the hospital public service

(<https://www.legifrance.gouv.fr/loda/id/JORFTEXT000000398298/?lang=en>)

Circular of 18 January 2012 on the reduction of entitlements to RTT in the event of health leave in the public service (PDF - 46.1 KB) (http://circulaire.legifrance.gouv.fr/pdf/2012/03/cir_34843.pdf?lang=en)

Circular of 31 March 2017 on the application of working time rules in the three sides of the public service (PDF - 311.3 KB)

(http://circulaires.legifrance.gouv.fr/pdf/2017/04/cir_42048.pdf?lang=en)

Additional topics

For an employee (<https://www.service-public.gouv.fr/particuliers/vosdroits/F34151?lang=en>)

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