

Florence, 5 November 2015

NOTE TO THE MEMBERS OF THE INSTITUTE

RE: Public holidays and closure days of the Institute in 2016

Please kindly take note of the following public holidays and days of closure of the EUI offices during calendar year 2016:

1 - 3 January	Winter closure
24 - 29 March	Easter break
25 April	Liberation Day
8 - 21 August	Summer closure
31 October – 1 November	All Saints' Day/All Souls' Day
8 December	Feast of the Immaculate Conception
22 - 31 December	Winter closure

The August closure (10 days in total) corresponds to 9 days of annual leave, or 9 days to be compensated under the flexible working hours scheme. Therefore, in compliance with President's decision No 51/07 for calendar year 2016, the maximum number of days to be recuperated with compensatory leave is three (3).

The Institute will be closed for the period from 8 to 21 August 2016.
Activities will resume as normal on Monday 22 August 2016.

These closure days should be taken into account when organising the Institute's activities and in particular seminars, conferences, lectures, etc. in order to avoid logistical difficulties and additional costs.

Days of annual leave not taken before 31 December 2016 will be carried over to the following year within the statutory limits.

(original signed)
Pasquale Ferrara