



The Secretary General

Florence, 24 September 2014

NOTE TO THE MEMBERS OF THE INSTITUTE

RE : Public holidays and closure days of the Institute in 2015

Please kindly take note of the following public holidays and days of closure of the EUI offices during calendar year 2015:

| | |
|---------------------------|-----------------------------------|
| 1 - 6 January | <i>Winter closure</i> |
| 2 – 6 April | <i>Easter break</i> |
| 1st May | <i>International Workers' Day</i> |
| 6 - 21 August | <i>Summer closure</i> |
| 23 - 31 December | <i>Winter closure</i> |

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.

The August closure (12 days in total) corresponds to :

- 2 days of closure (6-7 August).
- 10 days of annual leave (8-21 August), or 10 days to be compensated under the flexible working hours scheme.

Therefore, as foreseen by President's decision nr 51/07, for calendar year 2015 a further two (2) days can be recuperated with compensatory leave.

Days of annual leave not taken before 31 December 2015 will be carried over to the following year within the statutory limits.

(original signed)

Pasquale Ferrara