



The Secretary-General

Florence, 14 April 2016

## **NOTE TO THE MEMBERS OF THE INSTITUTE**

### **RE: Public Holidays and Closure Days of the Institute in 2017**

Please kindly take note of the following public holidays and days of closure of the EUI offices during calendar year 2017:

<b>1 – 3 January</b>	Winter closure
<b>13 – 18 April</b>	Easter break
<b>1 May</b>	Labour Day
<b>7 – 21 August</b>	Summer closure
<b>1 – 2 November</b>	All Saints' Day/All Souls' Day
<b>8 December</b>	Feast of the Immaculate Conception
<b>22 – 31 December</b>	Winter closure

The August closure (11 days in total) corresponds to 10 days of annual leave, or 10 days to be compensated under the flexible working hours scheme. Therefore, in compliance with President's Decision No. 51/07 for calendar year 2017, the maximum number of days to be recuperated with compensatory leave is two (2).

The Institute will be closed for the period from 7 to 21 August 2017.

Activities will resume as normal on Tuesday 22 August 2017.

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 2017 will be carried over to the following year within the statutory limits.

(original signed)

Vincenzo Schioppa Narrante