



The Secretary General

Florence, 12 May 2017

NOTE TO THE MEMBERS OF THE INSTITUTE

RE: Public Holidays and Closure Days of the Institute in 2018

Please kindly take note of the following public holidays and days of closure of the EUI offices during calendar year 2018:

1 – 3 January	Winter closure
29 March – 2 April	Easter break
30 April - 1 May	Labour Day
3 – 17 August	Summer closure
1 - 2 November	All Saints' Day/All Souls' Day
24 – 31 December	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 2018, the maximum number of days to be recuperated with compensatory leave is two (2).

The Institute will be closed for the period from 3 to 17 August 2018.
Activities will resume as normal on Monday 20 August 2018.

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 2018 will be carried over to the following year within the statutory limits.

(original signed)
Vincenzo Grassi

Florence, 9 April 2018

NOTE TO THE MEMBERS OF THE INSTITUTE

RE: Public Holidays and Closure Days of the Institute in 2019

Please kindly take note of the following public holidays and days of closure of the EUI offices during calendar year 2019:

1 – 4 January	Winter closure
18 - 22 April	Easter break
1 May	Labour Day
7 – 20 August	Summer closure
1 November	All Saints' Day/All Souls' Day
23 – 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 2019, the maximum number of days to be recuperated with compensatory leave is three (3).

The Institute will be closed for the period from 7 to 20 August 2019.
Activities will resume as normal on Wednesday 21 August 2019.

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 2019 will be carried over to the following year within the statutory limits.

(original signed)
Vincenzo Grassi