

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:

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