

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:

<b>1 – 3 January</b>	Winter closure
<b>29 March – 2 April</b>	Easter break
<b>30 April - 1 May</b>	Labour Day
<b>3 – 17 August</b>	Summer closure
<b>1 - 2 November</b>	All Saints' Day/All Souls' Day
<b>24 – 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 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