DIRECTOR DECISION 2011 – 019

On ACER holidays for 2012


HAVING REGARD to the Staff Regulations of officials and the Conditions of Employment of other servants of the European Communities (hereafter “CEOS”), as laid down in Council Regulation (EEC, EURATOM, ECSC) No 259/68 and the amendments thereto, and in particular Article 61 on Public Holidays of the Staff Regulations, and Articles 16 and 91 of the CEOS;

HAVING REGARD to the Commission Decision C(2010) 7495 introducing implementing provisions on leave;

WHEREAS,

Each year the Agency issues a list of public holidays for the following calendar year. By consensus and in line with the Commission Decision C (2010) 7495 part III.f, the total number of public holidays is between 17 days (minimum) and 19 days (maximum).

THE DIRECTOR HAS DECIDED:

Article 1

The following 19 days will be considered as ACER public holidays in 2012.
### Article 2

Without prejudice to the schedule of public holidays for 2013, Wednesday, 02 January 2013 will be considered as ACER holiday.

### Article 3

#### Flexible Holidays

1. ACER staff may choose to work on 4 days which are considered as ACER holidays. The number of days worked will be added to the annual leave balance for the current year.

2. During Christmas and New Year period staff members can exceptionally decide to work when this is in the interest of the service and prior agreed with the immediate supervisor.

3. ACER staff who wishes to work on ACER holidays must get the approval from his or her immediate supervisor at least 15 days in advance.

4. Each department records the actual presence on those days and informs HR about the staff and ACER holidays on which they were present (1/2 and whole days to be specified).

### Article 4

ACER reserves the right to modify these provisions, should the needs of service so require.

This decision shall take immediate effect.

Done at Ljubljana on 28 September 2011.

Alberto Polotecnig
Director