

SERVICE ORDER 1/21 of 25 January 2021 on changes to ICAC's working hours between 11 January 2021 and 10 January 2022

This service order is hereby issued in accordance with the provisions of Annex 1 the of ICAC Labour Agreement approved on 23 July 2019 regulating the work day, scheduling and the organisation of work time at the Catalan Institute of Classical Archaeology.

This order contains modifications of working hours from 11 January 2021 to 10 January 2022. It also covers the annual closure of ICAC for summer and Christmas holidays. It establishes dates for closure of the institute to improve operational efficiency. The measure is in accordance with the provisions of articles 10.2, 10.3 and 13.4 of the aforementioned agreement.

The change from winter working hours (37.5 hours/week) to summer working hours (35 hours/week) starts on 1 June. The change from summer working hours (35 hours/week) to winter working hours (37.5 hours/week) starts on 1 October. Working hours will be 35 hours/week in the period from December 15 to January 10 (both included) and during Easter week.

In accordance with Article 10.2 of the ICAC Labour Agreement, the working hour calculations in the tables included in this order must be applied for all weeks with modified working hours. Employee presence is mandatory from 10 am to 2 pm, except during the COVID-19 pandemic, when the corresponding instruction should be followed.

Lastly, timetable modifications for the year and hours available for personal matters have been previously arranged with staff representatives.

The weeks with modifications to the timetable are as follows:

29 MARCH–2 APRIL: Good Friday

Hours	Mon 29	Tue 30	Wed 31	Thu 1	Fri 2	Theoretical weekly calculation	Holiday hours	Weekly calculation
Regular hours	07.00	07.00	07.00	07.00	00.00	35.00	07.00	28.00

5–9 APRIL: Easter Monday

Hours	Mon 5	Tue 6	Wed 7	Thu 8	Fri 9	Theoretical weekly calculation	Holiday hours	Weekly calculation
Regular hours	00.00	07.30	07.30	07.30	07.30	37.30	07.30	30.00

NOTE: The summer 35-hour week starts on 1 June.

31 MAY–4 JUNE: change from winter hours to summer hours

Hours	Wed 31	Tue 1	Wed 2	Thu 3	Fri 4	Theoretical weekly calculation
Regular hours	07.30	07.00	07.00	07.00	07.00	35.3

21–25 JUNE: Saint John's Eve

Hours	Mon 21	Tue 22	Wed 23	Thu 24	Fri 25	Theoretical weekly calculation	Holiday hours	Weekly calculation
Regular hours	07.00	07.00	07.00	00.00	07.00	35.00	07.00	28.00

ICAC SUMMER HOLIDAY CLOSURE: 2–20 AUGUST

20–24 SEPTEMBER: annual municipal festival

Hours	Mon 20	Tue 21	Wed 22	Thu 23	Fri 24	Theoretical weekly calculation	Holiday hours	Weekly calculation
Regular hours	07.00	07.00	07.00	00.00	07.00	35.00	07.00	28.00

NOTE: The 37.5-hour winter work week starts on 1 October.

27 SEPTEMBER–1 JUNE: change from summer hours to winter hours

Hours	Mon 27	Tue 28	Wed 29	Thu 30	Fri 1	Weekly calculation
Regular hours	07.00	07.00	07.00	07.00	07.30	35.30

11–15 OCTOBER: National Day of Spain

Hours	Mon 11	Tue 12	Wed 13	Thu 14	Fri 15	Theoretical weekly calculation	Holiday hours	Weekly calculation
Regular hours	07.30	00.00	07.30	07.30	07.30	37.30	07.30	30.00

1–5 NOVEMBER: All Saints' Day

Hours	Mon 1	Tue 2	Wed 3	Thu 4	Fri 5	Theoretical weekly calculation	Holiday hours	Weekly calculation
Regular hours	00.00	07.30	07.30	07.30	07.30	37.30	07.30	30.00

6–10 DECEMBER: Immaculate Conception

Hours	Mon 6	Tue 7	Wed 8	Thu 9	Fri 10	Theoretical weekly calculation	Holiday hours	Weekly calculation
Regular hours	00.00	07.30	00.00	07.30	07.30	37.30	15.00	22.30

15 DECEMBER TO 10 JANUARY: WEEKLY CALCULATION IS 35 HOURS

13–17 DECEMBER: change from regular 37.5-hour week to 35-hour week

Hours	Mon 13	Tue 14	Wed 15	Thu 16	Fri 17	Weekly calculation
Regular hours	07.30	07.30	07.00	07.00	07.00	36.00

20–24 DECEMBER: Christmas holidays

Hours	Mon 20	Tue 21	Wed 22	Thu 23	Fri 24	Theoretical weekly calculation	Holiday hours	Weekly calculation
Regular hours	07.00	07.00	07.00	07.00	00.00	35.00	07.00	28.00

ICAC will close on 24 December, which is a non-recoverable holiday (Art. 9.2).

27–31 DECEMBER: New Year holidays

Hours	Mon 27	Tue 28	Wed 29	Thu 30	Fri 31	Theoretical weekly calculation	Holiday hours	Weekly calculation
Regular hours	00.00	00.00	00.00	00.00	00.00	35.00	35.00	00.00

ICAC will be closed from 27 to 31 December. These hours are compensated by 7 hours on 31 (Art. 9.2), 7 hours for the festival of Sant Magí and an additional 14 hours from St George's Day (2.5 hours), afternoons prior to municipal festivals (2 and 2 hours), 2 hours for Epiphany and 12.5 hours for personal matters (Art. 15).

3–7 JANUARY 2022: Epiphany

Hours	Mon 3	Tue 4	Wed 5	Thu 6	Fri 7	Theoretical weekly calculation	Holiday hours	Weekly calculation
Regular hours	07.00	07.00	07.00	00.00	07.00	35.00	07.00	28.00

Holiday timetables

Scheduled hours	Compensated hours	Hours for personal matters
2.5 hours on the afternoon of St George's Day 7 hours on the festival of Sant Magí 2 hours on the afternoon prior to the festival of Sant Magí 2 hours on the afternoon prior to the Santa Tecla festival 0.5 hours on the afternoon prior to Epiphany 1.5 hours on the afternoon prior to Epiphany 7 hours on Christmas Eve 7 hours on New Year's Eve 12.5 hours for personal matters	2.5 hours for 28 December 7 hours for 27 December 2 hours for 28 December 2 hours for 28 December 0.5 hours for 28 December 1.5 hours for 29 December 7 hours for 24 December (Art. 9.2) 7 hours for 31 December (Art. 9.2) 12.5 hours for 29 and 30 December	

Holiday hours	
Total holiday hours	154
Hours available in August	105
Hours available	49

Hours for personal matters	
Total hours for personal matters:	45.00
Compensated hours for personal matters:	-12.50
Remaining hours for personal matters:	32.50

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**Institut Català
d'Arqueologia Clàssica**

ICAC administrator
(01-working hours adjustment sheet 2021.xlsx jpe)