

SERVICE ORDER 1/24 of 10th January 2024 on changes to ICAC's working hours between 11 January 2024 and 10 January 2025 (G002.24)

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 2024 to 10 January 2025. 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.

On the other hand, green days have been fixed, in which the institute will remain closed but staff will be able to work from home, take the day free in account of holiday hours or personal matters, or flexible working hours that can be recuperated, due to the low attendance at ICAC on certain days of the working calendar that fall in the middle of several public holidays. This measure is intended to promote energy savings and improve the efficiency of the Institute's services.

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.

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:

8th – 12th JANUARY: The 37.5-hour winter work week starts on the 11th January.

Hours	Mon. 8	Tue. 9	Wed. 10	Thu. 11	Fri. 12	Weekly calculation
Regular hours	07:00	07:00	07:00	07:30	07:30	36.00

25th – 29th MARCH: Good Friday

Hours	Mon. 25	Tue. 26	Wed. 27	Thu. 28	Fri. 29	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

1st – 5th APRIL: Easter Monday

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

29th APRIL – 3rd MAY: Labour Day

Hours	Mon. 29	Tue. 30	Wed. 1	Thu. 2	Fri. 3	Theoretical weekly calculation	Holiday hours	Weekly calculation
Regular hours	07:30	07:30	00:00	07:30	07:30	37.30	07.30	30.00

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

3rd – 7th JUNE: Change from winter hours to summer hours

Hours	Mon. 3	Tue. 4	Wed. 5	Thu. 6	Fri. 7	Weekly calculation
Regular hours	07:00	07:00	07:00	07:00	07:00	35.00

24th – 28th JUNE: Saint John's Eve

Hours	Mon. 24	Tue. 25	Wed. 26	Thu. 27	Fri. 28	Theoretical weekly calculation	Holiday hours	Weekly calculation
Regular hours	00:00	07:00	07:00	07:00	07:00	35.00	07.00	28.00

5th – 9th AUGUST: Green week

Hours	Mon. 5	Tue. 6	Wed. 7	Thu. 8	Fri. 9	Weekly calculation
Regular hours	07:00	07:00	07:00	07:00	07:00	35.00

NOTE: ICAC SUMMER HOLIDAY CLOSURE: 12th – 23rd AUGUST

9th – 13th SEPTEMBER: National Day of Catalonia

Hours	Mon. 9	Tue. 10	Wed. 11	Thu. 12	Fri. 13	Theoretical weekly calculation	Holiday hours	Weekly calculation
Regular hours	07:00	07:00	00:00	07:00	07:00	35.00	07.00	28.00

23rd – 27th SEPTEMBER: Annual municipal festival

Hours	Mon. 23	Tue. 24	Wed. 25	Thu. 26	Fri. 27	Theoretical weekly calculation	Holiday hours	Weekly calculation
Regular hours	00:00	07:00	07:00	07:00	07:00	35.00	07.00	28.00

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

28th OCTOBER – 1st NOVEMBER: All Saint's Day

Hours	Mon. 28	Tue. 29	Wed. 30	Thu. 31	Fri. 1	Theoretical weekly calculation	Holiday hours	Weekly calculation
Regular hours	07:30	07:30	07:30	07:30	00:00	37.30	07.30	30.00

2nd – 6th DECEMBER: Immaculate Conception

Hours	Mon. 2	Tue. 3	Wed. 4	Thu. 5	Fri. 6	Theoretical weekly calculation	Holiday hours	Weekly calculation
Regular hours	07:30	07:30	07:30	07:30	00:00	37.30	07.30	30.00

NOTE: 15th DECEMBER – 10th JANUARY: Weekly calculation is 35 hours

23th – 27th DECEMBER: Christmas holidays

Hours	Mon. 23	Tue. 24	Wed. 25	Thu. 26	Fri. 27	Theoretical weekly calculation	Holiday hours	Weekly calculation
Regular hours	07:00	00:00	00:00	00:00	00:00	37.30	07.30	30.00

Monday 23rd is considered a green day. ICAC will remain closed, but staff will be able to work from home, take the day free in account of holiday hours or personal matters, or flexible working hours that can be recuperated.

ICAC is closed on 24th and 27th. 24th is non-recoverable holiday (Art. 9.2). 27th December is compensated by 7 hours for the festival of Sant Magí.

The 26th December is considered a recoverable holiday (Order EMT/153/2023) and it's compensated by 7 hours of 15th August.

30th DECEMBER – 3rd JANUARY: New Year's Eve

Hours	Mon. 30	Tue. 31	Wed. 1	Thu. 2	Fri. 3	Theoretical weekly calculation	Holiday hours	Weekly calculation
Regular hours	00:00	00:00	00:00	07:00	07:00	35.00	21.00	14.00

ICAC is closed on 30th and 31st. 30th is compensated by 7 hours of the afternoons prior to municipal festivals (2h of Sant Magí and 2h of Santa Tecla) and 3h in account of personal matters. 31st is non-recoverable holiday (Art. 9.2).

Thursday 2nd and Friday 3rd are considered green day.

6th – 10th JANUARY: Epiphany

Hours	Mon. 6	Tue. 7	Wed. 8	Thu. 9	Fri. 10	Theoretical weekly calculation	Holiday hours	Weekly calculation
Regular hours	00:00	07:00	07:00	07:00	07:00	35.00	07.00	28.00

NOTE: The 37.5-hour winter work week starts on the 13th January.

Holiday timetables

Scheduled hours	Compensated hours	Hours for personal matters
7h on the 15 th August 7h on Christmas Eve 7h on the New Year's Eve 2h on the afternoon prior to the festival of Sant Magí 2h on the afternoon prior to the Santa Tecla festival 3h of personal affairs 2h on the afternoon prior to Epiphany 2.5h on the afternoon of St. George Day 7h on the festival of Sant Magí	7h for 26 th December 24 th December 31 st December 2h for 30 th December 2h for 30 th December 3h for 30 th December 5 th January 23 rd April 7h for 27 December	

Holiday hours	
Total holiday hours	154
Hours available in August	70
Hours available	84

Hours for personal matters	
Total hours for personal matters	45.00
Compensated hours for personal matters	-3.00
Remaining hours for personal matters	42.00

ICAC administrator
 (01-working hours adjustment sheet 2024.xlsx mgr)