

**SERVICE ORDER 01/25, of 14 January 2025, on the timetable modifications to the ICAC's working day that will take place between 1 January and 31 December 2025 (G002.24)**

In compliance with the provisions of Annex 1 of the ICAC Labour Agreement, approved on 23 July 2019, on working hours, schedules and organisation of working time of the Catalan Institute of Classical Archaeology, this Service Order is issued.

This Order contains the timetable modifications from 1 January 2025 to 31 December 2025. It also contains the closure of the ICAC for summer holidays and the closure during the Christmas holidays on New Year's Eve. Closing dates of the Institute are set for better operational efficiency and it is a measure that is taken in accordance with the provisions of articles 10.2, 10.3 and 13.4 of the aforementioned Agreement.

On the other hand, for this year the green days are set in which the Institute will remain closed but that the staff will be able to telework or party if they have hours of vacation, personal matters or recoverable time flexibility, given that there is the circumstance that on certain days of the work calendar that are located in the middle of several holidays, attendance at the ICAC is very low. With this measure, it is expected to promote energy savings and improve the efficiency of the Institute's services.

The time change from winter (37.5 hours/week) to summer (35 hours/week) begins on June 1 and the time change from summer (35 hours/week) to winter (37.5 hours/week) begins on October 1. In addition, during the period between December 15 and January 10, both inclusive, and during Easter, the schedule is 35 hours/week.

In accordance with article 10.2 of the Agreement, in weeks with time modifications, the calculation of the week specified in the tables of this Order must be complied with. At the same time, comply with the provision of services during mandatory hours from 10 a.m. to 2 p.m.

Finally, it should be noted that the timetable modifications for the year have been previously agreed with the staff representatives.

Weeks with time modifications:

WEEK OF DECEMBER 30, 2024 TO JANUARY 3, 2025: New Year's Day

timetable	Mon 30	Tue. 31	Wed. 1	Thu. 2	Fri 3	Theoretical weekly calculation	Festive hours	Calculation of the week
Ordinary timetable	07.00	07.00	00.00	07.00	07.00	35.00	21.00	14.00

WEEK OF JANUARY 6 TO 10: Three Kings Day.

timetable	Mon 6	Tue. 7	Wed. 8	Thu. 9	Fri 10	Theoretical weekly calculation	Festive hours	Calculation of the week
Ordinary timetable	00.00	07.00	07.00	07.00	07.00	35.00	7.00	28.00

NOTE: On January 13th, change of the schedule of the reduced working day from 35 hours, to ordinary 37.5 hours.

WEEK OF APRIL 14 TO 18: Good Friday

timetable	Mon 14	Tu. 15	Wed. 16	Thu. 17	Fri 18	Theoretical weekly calculation	Festive hours	Calculation of the week
Ordinary timetable	07.00	07.00	07.00	07.00	00.00	35.00	7.00	28.00

WEEK OF APRIL 21 TO 25: Easter Monday

timetable	Mon 21	Tue. 22	Wed. 23	Thu. 24	Fri 25	Theoretical weekly calculation	Festive hours	Calculation of the week
Ordinary timetable	00.00	07.50	07.50	07.50	07.50	37.50	7.50	30.00

WEEK OF APRIL 28 TO MAY 2: Labor Day

timetable	Mon 28	Tue. 29	Wed. 30	Thu. 1	Fri 2	Theoretical weekly calculation	Festive hours	Calculation of the week
Ordinary timetable	07.50	07.50	07.50	00:00	07.50	37.50	7.50	30.00

Note: On June 1st the summer schedule begins from 35h until September 30th

WEEK OF JUNE 23 TO 30: Saint John's Day

timetable	Mon 23	Tue. 24	Wed. 25	Thu. 26	Fri 27	Theoretical weekly calculation	Festive hours	Calculation of the week
Ordinary timetable	07.00	00.00	07.00	07.00	07.00	35.00	7.00	28.00

WEEK OF AUGUST 4 TO 8: Green Week. The ICAC will remain closed and it will be possible to telework or party in charge of holidays, own affairs or recoverable flexible hours.

timetable	Mon 4	Tue. 5	Wed. 6	Thu. 7	Fri 8	Theoretical weekly calculation	Festive hours	Calculation of the week
Ordinary timetable	07.00	07.00	07.00	07.00	07.00	35.00	0.00	35.00

CLOSURE OF THE ICAC FOR HOLIDAYS FROM 11 TO 22 AUGUST: National holiday and local holiday (Sant Magí).

timetable	Mon 11	Tue. 12	Wed. 13	Thu. 14	Fri 15	Theoretical weekly calculation	Festive hours	Calculation of the week
Ordinary timetable	07.00	07.00	07.00	07.00	00.00	35.00	7.00	00.00

The 11th, 12th, 13th and 14th are holidays in charge of vacation days.

timetable	Mon 18	Tue. 19	Wed. 20	Thu. 21	Fri 22	Theoretical weekly calculation	Festive hours	Calculation of the week
Ordinary timetable	07.00	00.00	07.00	07.00	00.00	35.00	7.00	00.00

The 18th, 20th, 21st and 22nd are holidays in charge of holiday days.

WEEK OF SEPTEMBER 8 TO 12: National Day

timetable	Mon 8	Tue. 9	Wed. 10	Thu. 11	Fri 12	Theoretical weekly calculation	Festive hours	Calculation of the week
Ordinary timetable	07.00	07.00	07.00	00.00	07.00	35.00	7.00	28.00

WEEK OF SEPTEMBER 22 TO 26: Local holiday (Santa Tecla)

timetable	Mon 22	Tue. 23	Wed. 24	Thu. 25	Fri 26	Theoretical weekly calculation	Festive hours	Calculation of the week
Ordinary timetable	07.00	00.00	07.00	07.00	07.00	35.00	7.00	28.00

NOTE: On October 1, the winter time of 37.5 hours begins.

WEEK OF SEPTEMBER 29 TO OCTOBER 3: Winter schedule

timetable	Mon 29	Tue. 30	Wed. 1	Thu. 2	Fri 3	Theoretical weekly calculation	Festive hours	Calculation of the week
Ordinary timetable	07.00	07.00	07.50	07.50	07.50	36.50	0.00	36.50

WEEK OF DECEMBER 8 TO 12: Day of the Immaculate Conception

timetable	Mon 8	Tue. 9	Wed. 10	Thu. 11	Fri 12	Theoretical weekly calculation	Festive hours	Calculation of the week
Ordinary timetable	00.00	07.50	07.50	07.50	07.50	37.50	7.50	30.00

NOTE: From December 15th to December 31st the schedule is 35 hours per week

WEEK OF DECEMBER 22 TO 26: Christmas Holidays

timetable	Mon 22	Tue. 23	Wed. 24	Thu. 25	Fri 26	Theoretical weekly calculation	Festive hours	Calculation of the week
Ordinary timetable	07:00	07:00	07:00	00:00	07:00	35.00	21.00	14.00

On Wednesday 24 December it will be compensated with 7 am on Christmas Eve.

Friday, December 26 is a recoverable holiday according to Order ETM/85/2024, of April 23, and will be compensated with 7 hours charged for vacation days.

WEEK OF DECEMBER 29 TO JANUARY 2: New Year's Eve

timetable	Mon 29	Dt. 30	dc. 31	Thu. 1	Fri 2	Theoretical weekly calculation	Festive hours	Calculation of the week
Ordinary timetable	07:00	07:00	07:00	00:00	07:00	35.00	28.00	7.00

On Monday, December 29, it will be compensated with 7 hours for vacation days.

On Tuesday 30 December it will be compensated with 2.5 hours in the afternoon of Sant Jordi, 2 hours in the afternoon before Sant Magí, 2 hours in the afternoon before the day of Santa Tecla and 0.5 hours in charge of Own Affairs.

On Wednesday 31 December it will be compensated with 7 hours of New Year's Eve.

**Festive Time Tables**

Scheduled hours	Compensated hours	Hours pending compensation
7 a.m. on Christmas Eve	December 24	
2.5h in the afternoon of Sant Jordi	2.5h on December 30th	
2 am in the afternoon before Sant Magí	2h on December 30th	
0.5h of own affairs	0.5h on December 30th	
7 on New Year's Eve	December 31	
7 hours of vacation	December 26	
7 hours of vacation	December 29	

Vacation days	
Total vacation days	23
Total days available in August	8
Total days available in December	2
<b>Days to be available</b>	<b>13</b>

Personal Business Hours	
Total hours of personal affairs	45.00
Hours available for Personal Affairs	0.50
<b>Total hours available for personal matters</b>	<b>44.50</b>

Administrator of the ICAC  
 (01-Hourly homogenization2025, MGR)