Dear Sirs,  
  
I am writing to communicate that as per tradition this year I will be celebrating my Catholic festivities and so will not be working. My application has already been sent to the Italian Embassy in Belgrade and to the Ministry of Foreign Affairs in Rome.

I checked the faculty calendar, and I will be absent in the afternoon 22 December and on 29 December, for a total of 9 hours.  
  
I kindly ask you to grant me your permission so to get organised, to accept my compensation plan, so to make students catch up with my lessons.

Kind regards

Pina Porzio 12/10/2023

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| STUDENTS | DATE | TIME | HOURS |
| III year | Friday 3 November | from 9: to 9:45 | 45’ |
| III year | Friday 10 November | from 9: to 9:45 | 45’ |
| III year | Friday 17 November | from 9: to 9:45 | 45’ |
| III year | Friday 24 November | from 9: to 9:45 | 45’ |
| IV year | Friday 1 December | from 9: to 9:45 | 45’ |
| IV year | Friday 8 December | from 9: to 9:45 | 45’ |
| IV year | Friday 15 December | from 9: to 9:45 | 45’ |
| IV year | Friday 22 December | from 9: to 9:45 | 45’ |
| III-IV WORKSHOP | Saturday 4 November | from 9:15 to 12:15 | 3 |
|  |  |  | TOT 9 |