

To: Chairpersons of Clinical Services
Heads of Divisions
Medical Center Department Heads
Laboratory Directors

From: Human Resources Department

Subject: ST. MARY ASSUMPTION DAY 2018

Date: August 8, 2018

Dear All:

According to the Collective Labor Contract with AUB Workers and Staff Syndicate, this is to announce that **WEDNESDAY, AUGUST 15, 2018, ST. MARY ASSUMPTION DAY** is observed as a Holiday for Non-Academic Personnel.

Wednesday, August 15, 2018 will be considered as a **regular working day** in the Medical Center to all Non-Academic employees, and **one compensatory day off** will be granted.

Any Employee or Worker, who is required to be on duty by reason of regular shift work or for performing essential services on this day, will be advised by his/her supervisor and will be granted a compensatory day off within a period of 30 days from the said holiday .

Heads of Departments are kindly asked to inform employees in their area of responsibility of the above.

Regards,



Roudaina Haddad Hachem
Human Resources Director - Medical Center

C.c.: Dr. Mohamed H. Sayegh, Executive Vice President for Medical Affairs and
Dean of the Faculty of Medicine and Medical Center
Dr. Ziyad Ghazzal, Deputy EVP/Dean, Interim Medical Center Director and Chief
Medical Officer

RHH/sh