

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

From: Human Resources Department

Subject: FEBRUARY 14, 2019

Date: February 11, 2019

Dear All:

As per the directive issued by the Prime Minister, this is to announce that **Thursday, FEBRUARY 14, 2019** will be considered as **a regular working day** in the Medical Center for 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**.

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

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