

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

From: Human Resources Department

Subject: Prophet's Birthday 2017

Date: November 13, 2017

Dear All:

According to the Collective Labor Contract with the AUB Workers and Staff Syndicate, this is to announce that **Thursday, November 30, 2017, Prophet's Birthday** is observed as a Holiday for Non-Academic Personnel.

Thursday, November 30, 2017 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.

Wishing you all Happy Holiday.



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