

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

**From:** Human Resources Department

**Subject:** **University Holidays for Non-Academic Personnel**

**Date:** November 14, 2018

Dear All:

According to the Collective Labor Contract with AUB Workers and Staff Syndicate, this is to announce that the following days will be observed as Holidays for Non-Academic personnel:

**PROPHET'S BIRTHDAY 2018: Tuesday, November 20, 2018**

**INDEPENDENCE DAY 2018: Thursday, November 22, 2018**

**Tuesday, November 20, 2018, and Thursday, November 22, 2018,** will be observed as days off in the Medical Center for non-academic personnel.

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 compensatory days off within a period of 30 days from the said holidays .

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

Wishing you all Happy Holidays.

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