

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

From: Human Resources Department

Subject: **HOLIDAYS FOR NON-ACADEMIC PERSONNEL 2017 -2018**

Date: November 24, 2017

Dear All:

According to the Collective Labor Contract with the AUB Workers and Staff Syndicate, this is to announce that the following days will be observed as holidays for non-academic employees who are not on shift basis:

CHRISTMAS: **Sunday, December 24, 2017 and Monday, December 25, 2017**

Since **Sunday** is a non-working day for Personnel who are not on a shift basis, then **Monday, December 25, 2017** will be observed as a **day off** in the Medical Center and another **one compensatory day off** will be granted.

NEW YEAR'S DAY: **Monday, January 1, 2018**

Monday, will be observed as a **day off** for non-academic personnel.

ARMENIAN CHRISTMAS: **Saturday, January 6, 2018**

Since **Saturday** is a non-working day for Personnel who are not on a shift basis, it will be granted as **one compensatory day off**.

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 of 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