

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

From: Human Resources Department

Subject: ANNUNCIATION DAY, 2017

Date: March 24, 2017

Dear All:

According to the Collective Labor Contract with AUB Workers and Staff Syndicate, this is to announce that **Annunciation Day, Saturday, March 25, 2017**, will be observed as a holiday for non-academic personnel. Since **Saturday** is a non-working day for non-academic personnel who are not on shift basis, 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 the 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. Hassan El Solh, Medical Center Director and Chief Medical Officer