

AMERICAN UNIVERSITY OF BEIRUT
HUMAN RESOURCES DEPARTMENT

TO :President, Provost, Vice Presidents, Deans, Directors, Heads of Academic and Administrative Departments

DATE : June 10, 2010

SUBJECT : **SUMMER HOURS FOR NON ACADEMIC PERSONNEL**

Based on the Collective Agreement with Workers and Staff Syndicate and as determined by the University, Non-Academic Personnel whose work requirements so permit will work 37½ hours per week over a period of twelve weeks.

Summer hours will begin on **MONDAY, JUNE 28, 2010** and will end on **SUNDAY, SEPTEMBER 19, 2010**. The daily working schedule during the said period will be from 7:30 A.M. to 3:00 P.M. Monday thru Friday.

Departments providing essential services are required to ensure appropriate coverage by means of shift scheduling or by staggering working hours.

Employees and Workers who, because of the nature of their work, are required to work 40 hours per week during the summer, will be granted 3½ days compensatory time off before **June 30, 2011**.

Jim Radulski
Vice President for Human Resources