AMERICAN UNIVERSITY OF BEIRUT
HUMAN RESOURCES DEPARTMENT

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

DATE : August 18, 2016

SUBJECT : WINTER WORKING HOURS FOR NON ACADEMIC PERSONNEL

According to the circular of May 6, 2016, summer work schedule will end on SUNDAY, AUGUST 28, 2016. Regular working hours in the University will be resumed on MONDAY, AUGUST 29, 2016.

The University endeavors to provide continuous and smooth operations in the discharge of its functions towards students, faculty, staff, alumni and visitors. Within the same endeavor of providing quality service, the University Administration adopted a working schedule which will keep its offices open during the mid-day rest period.

1. **Regular working hours will be from 8:00 a.m. to 5:00 p.m. with a one hour rest period.**

2. **Except for those areas operating on shift basis, the rest period for those working regular hours will be scheduled in all departments by the head of department between 12:00 noon and 2:00 p.m.** (one group of employees will have the rest period from 12:00 noon to 1:00 p.m.; the other group from 1:00 p.m. to 2:00 p.m.). Such rest period will not be counted as part of the established daily working hours and therefore does not entail payment or compensation.

3. Heads of academic and administrative departments are kindly reminded to maintain attendance records for Non-Academic staff on the Wintime System.

Samar Diab Rouhana
Interim Director of Human Resources