

AMERICAN UNIVERSITY OF BEIRUT
HUMAN RESOURCES DEPARTMENT

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

DATE : October 27, 2011

SUBJECT : **UNIVERSITY HOLIDAY FOR**
NON-ACADEMIC PERSONNEL

ID AL ADHA will probably fall on **SUNDAY NOVEMBER 6, 2011 OR MONDAY NOVEMBER 7, 2011**. Since Sunday is a non-working day for Personnel who are not on shift basis, then **MONDAY NOVEMBER 7, 2011 AND TUESDAY NOVEMBER 8, 2011** will be observed as holidays for non-academic personnel for this year.

Any Employee or Worker who is required to be on duty by reason of regular shift work or for performing essential services on these days will be advised by his/her supervisor and will be granted a compensatory day off with 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.

Amal H. Hamadeh
Director of Human Resources