

AMERICAN UNIVERSITY OF BEIRUT
HUMAN RESOURCES DEPARTMENT

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

DATE : March 4, 2010

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

This is to announce that **ANNUNCIATION DAY, THURSDAY MARCH 25, 2010** will be observed as a holiday for non-academic personnel.

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 within a period of 30 days from the said holiday.

Heads of Departments are kindly asked to inform employees in their area of responsibility of the above.

Amal H. Hamadeh
Director of Human Resources