

**AMERICAN UNIVERSITY OF BEIRUT**  
**HUMAN RESOURCES DEPARTMENT**

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

**DATE** : November 10, 2011

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

This is to announce that **TUESDAY NOVEMBER 22, 2011, INDEPENDENCE DAY** will be 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 this day will be advised by his/her supervisor and will be granted a compensatory day off to be added to the annual leave.

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

Amal H. Hamadeh  
Director of Human Resources