

The American University of Kurdistan Policy of Holidays and Campus Closure

Policy Number: <u>HR013</u> Effective Date: November 13, 2022

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I. INTRODUCTION

a. Authority

establish rules and regulations to govern and operate the University and its programs.

- b. Purpose: The purpose of this policy is to outline the days the American University of Kurdistan acknowledges as holidays and provide relevant guidelines for both holiday pay & campus closure.
- c. Scope: This policy applies to all AUK students and employees.

II. ROLES AND RESPONSIBILITIES

- a. Responsible Executive: Vice President of Administration and Finance
- b. Responsible Administrator: Director of HR
- c. Responsible Office: Office of HR
- d. Policy Contact: Director of HR

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