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| CODE: APA-P-01-01 | | | **QUALITY MANAGEMENT SYSTEM** | **HUMAN RESOURCES DEANSHIP** |
| *Page*  *1 / 1* | *Edition*  *2* | Release date  15/1/1442 H | **ACTION DOCUMENT**  **DISCIPLINARY DISMISSAL PROCEDURE (EMPLOYMENT DIVISION)** |
|  |  |  |  |  |

Explain the steps

1. A letter from the authority stating that the employee (the beneficiary of the service) is in violation.

2. Presentation to the university's disciplinary committee (the beneficiary of the service).

3. Offer the holder the authority on the basis of the directions of the disciplinary committee (the beneficiary of the service).

4. Stop the salary (the beneficiary of the service).

5. Preparing a decision to dismiss (the beneficiary of the service).

6- A benefit grant for the period of service at the university after completing the absence of the party

(Beneficiary of the service).

Terms of action

1- Employee violation of regulations

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| **Edited by** | **I'm counting on.** |
| **Ali Sawy al, Qahtani** | **Fahd Abdullah Al,Haqbani** |

Goal

***DISCIPLINARY DISMISSAL***

*Beneficiary*

functionary

*Reference*

 Regulations and regulations of the Ministry of Education - University Council Law - Regulations and Regulations of the Ministry of Human Resources and Social Development

Regulations and regulations of the Ministry of Health (employees of the Ministry of Health Sector at the University) - regulations and regulations of the Ministry of Finance.

*Definitions and shortcuts*

APA:Personnel Management

P:Procedure

*Attached documents*

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**Completion time 3 days**

**The degree of confidentiality of the procedure is normal.**