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| CODE: APA-P-01-07 | | | **QUALITY MANAGEMENT SYSTEM** | **HUMAN RESOURCES DEANSHIP** |
| *Page*  *1 / 1* | *Edition*  *2* | Release date  15/1/1442 H | **ACTION DOCUMENT**  **PROCEDURE FOR FOLDING AN EMPLOYEE TO REACH RETIREMENT AGE**  **(EMPLOYMENT DIVISION)** |
|  |  |  |  |  |

Explain the steps

1. Circulatingto the authorities to submit the names of employees of the adult age of retirement regularly with the attached documents required (beneficiary of the service).

2. Issuing a decision to fold the restriction to reach the age of 60 one month before the date of the termination of the restriction (beneficiary of the service).

3. Address the Ministry of Human Resources with all the retirement justifications required to pay their pension benefits (beneficiary of the service).

Terms of action

1. The employee reaches the regular retirement age

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

Goal

***PROCEDURE FOR FOLDING AN EMPLOYEE TO REACH RETIREMENT AGE***

*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.**