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| CODE: APA-P-01-08 | **QUALITY MANAGEMENT SYSTEM** | **HUMAN RESOURCES DEANSHIP** |
| *Page**1 / 1* | *Edition**2* | Release date15/1/1442 H | **ACTION DOCUMENT****HAND PALM PROCEDURE****(EMPLOYMENT DIVISION)** |
|  |  |  |  |  |

Explain the steps

1. There is a benefit of suspension from one of the security agencies (the beneficiary of the service).

2. Issuing a decision to hand-in-hand (the beneficiary of the service).

3. Receiving what benefits the conviction and requesting that his registration (the beneficiary of the service) be folded.

4. Preparing the folding of its restriction by the force of the system and not recovering what was spent during the period of hand-holding except by text in accordance with the regulations and regulations of human resources (the beneficiary of the service).

5. In the event that his release is reported and he does not object to starting work (the beneficiary of the service).

6. Finish the palm of his hand and enable him to start and pay the rest of his salary (the beneficiary of the service).

Terms of action

1- There is a report of suspension from one of the security agencies.

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

Goal

**HAND PALM PROCEDURE**

*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.**