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| CODE: APA-P-01-09 | **QUALITY MANAGEMENT SYSTEM** | **HUMAN RESOURCES DEANSHIP** |
| *Page**1 / 1* | *Edition**2* | Release date15/1/1442 H | **ACTION DOCUMENT****EXTENSION OF SAUDI EMPLOYEES' SERVICES****(EMPLOYMENT DIVISION)** |
|  |  |  |  |  |

Explain the steps

1. Lifting from his employer the request for extension of the employee after reaching the age of sixty years (the beneficiary of the service).

2. Lifting the authority to request approval to extend his services (the beneficiary of the service).

3. Addressing the Ministry of Human Resources (beneficiary of the service).

4. In the event of disapproval, the restriction is folded to reach retirement age and the relevant authority is informed to inform the employee (the beneficiary of the service).

5. In the event of approval, a decision is issued to extend its services (the beneficiary of the service).

Terms of action

1- The desire of the 60-year-old employee and the desire of his employer.

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

Goal

**EXTENSION OF SAUDI EMPLOYEES' SERVICES**

*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.**