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| CODE: APA-P-01-14 | **QUALITY MANAGEMENT SYSTEM** | **HUMAN RESOURCES DEANSHIP** |
| *Page**1 / 1* | *Edition**2* | Release date15/1/1442 H | **ACTION DOCUMENT****FOLDING AN EMPLOYEE DURING THE TRIAL YEAR****(EMPLOYMENT DIVISION)** |
|  |  |  |  |  |

Explain the steps

1- The letter of the authority stated that the employee is not fit to work (the beneficiary of the service).

2- Offer to the holder of the authority (the beneficiary of the service).

3- Issuing a decision to fold the restriction because the employee is not fit to work one month before the date of the termination of his registration (the beneficiary of the service).

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

Goal

**FOLDING AN EMPLOYEE DURING THE TRIAL YEAR**

*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.**