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| CODE: ASE-P-01-04 | **QUALITY MANAGEMENT SYSTEM** |   **HUMAN RESOURCES DEANSHIP**    |
| *Page**1* */ 1* | *Edition**2* | Release date15/1/1442 H | **ACTION DOCUMENT****PROCEDURE FOR THE DISBURSEMENT OF END-OF-SERVICE BENEFITS AND LEAVE COMPENSATION** |
|  |  |  |  |  |

Explain the steps

1. A decision is received from the relevant entity (personnel department or faculty department) in the deanship to pay the end-of-service dues and compensation for vacations.

2. Set up a path so.

3. Sign the march and approve it from the director of faculty and staff affairs.

4. Prepare a letter and export it and send it to the financial department.

5. Keep a copy of the transaction in the file for that.

|  |  |
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| **Edited by** | **Adopted from** |
| **Abdulaziz Al-Jaaidi** | **Saleh Al , Massoud** |

Name and signature

Goal

Disbursement of end-of-service benefits and leave compensation

*Application area*

 University staff

*Reference*

­           The system and regulations of the Council of Higher Education and universities.

­          Regulations and instructions of the University Council and the Scientific Council.

­          Regulations and regulations of the Ministry of Human Resources and Social Development

*Definitions and shortcuts*

ASE:Expenditure and salary management

P:Procedure

*Amendments*

 Add step number (5)

*Attached documents*