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

**Goal**

**CONTRACTORS' LEAVE AT THE UNIVERSITY HOSPITAL**

**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.**

**Explain the steps**

1. Lifting by the authority by applying for a contracted leave

(Beneficiary of the service).

2. Attach (warranty, leave form, residence)

(Beneficiary of the service).

3. Issuing a leave decision (the beneficiary of the service).

4. Issuing an order for passengers (beneficiary of the service).