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

**Goal**

**MAKING A LOAN TO WORK OUTSIDE THE UNIVERSITY**

**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. A letter from the authority containing the employee's desire to lend him to work for them (the beneficiary of the service).

2. Taking his employer's actual visuals about his loan

3. of the service).

4. Presentation to the Transport and Commissioning Committee

(The beneficiary of the service).

5. Address the authority by agreeing to **LEND**the employee for a certain period and requesting notification directly (beneficiary of the service)