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

**Goal**

**MAKING AN ABSENCE REQUEST WITH AN EXCUSE (A DEDUCTION FROM THE USUAL)**

**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- Applying for leave by the employee requesting leave through the holiday icon with a resource system with the addition of justifications and the referral of the application to the direct president (beneficiary of the service).

2- Approval of the head of the department and the electronic referral of the application to the head of the authority (the beneficiary of the service).

3- Approval of the head of the authority and the electronic referral of the application to the auditor in the department of personnel (the beneficiary of the service).

4- Electronic approval through the Dean of Human Resources or his deputy (beneficiary of the service).