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

**Goal**

PROCEDURE FOR DISCHARGE INSTEAD OF INFECTION- DAMAGE-RISK

**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**

**APA-F-01-11**

**Completion time 3 days**

**The degree of confidentiality of the procedure is normal.**

**Explain the steps**

1. A letter from the authority stating that he is doing the job on which he is installed and the need to pay the allowance (the beneficiary of the service).

2. Filling out an allowance application form (damage, infection- risk) APA-F-01-11 (beneficiary of the service).

3. Issuing a decision to exchange allowance (infection- damage-risk)

(Beneficiary of the service).

**Explain the steps**

1- Filling out the allowance exchange form.