BUSINESS	CODE	DURATION
ANNUAL/CONPASSIONATE LEAVE PROCESSES		45 mins.

STAFF	BUSINESS PROCESS

START

Department Secretary	The form for relevant leave is filled and regarding the request, the leave status is checked and signed by the relevant personnel	5 mins.
Department Secretary	Since we are a unit affiliated to the Rectorate, The personal İnformation part of the leave form is filled by the relevant personnel in the Personnel	15 mins.
Department Secretary	The arranged leave form is submitted to the relevant unit for approval on EBYS	5 mins.
Department Secretary	Initialled leave form is submitted for wet signature to the relavant units	5 mins.
Department Secretary	The Leave form approved with wet signature is scanned within its numbered file . And the return of personnel who goes on leave is expected	5 mins.
Department Secretary	The date the personnel start his duty after leave is written to the relevant part of the leave form. And it is signed by the head of the department	5 mins.
Department Secretary	After the cover letter of the leave form which is prepared to be submitted the Rectorate (Personnel Department) is approved on EBYS,it is sent.	5 mins.

END OF PROCESS