NIGDE OMER HALISDEMIR UNIVERSITY

Department Of Fine Arts

BUSINESS	CODE	DURATION
POWER OF ATTIORNEY PROCESS		20 mins.

STAFF	BUSINESS PROCESS	
	START	
Department Secretary	Reason for power of attorney (such as annual leave, authorized / sick leave , appoinment).	
Department Secretary	Appointment certificate, annual leave form, authorized leave forms are attached and submitted with a cover letter to EBYS	10 mins.
Department Secretary	the document approved on EBYS is sent to the Department of Personnel	5 mins.
Department Secretary	The person whose power of attorney is approved works for the specified period .And all the documents and its attachments are put to the relevant people's files	5 mins.
	END OF PROCESS	