NIGDE OMER HALISDEMIR UNIVERSITY

Department Of Fine Arts

BUSINESS	CODE	DURATION
SICK LEAVE		32 mins..

STAFF	BUSINESS PROCESS	
	START	
Department Secretary	Medical Reports documenting the disease taken from health institutions are recorded in the petition attachment.	5 mins.
Department Secretary	The response from the relavant personnel is expected	
Department Secretary	The documented sick leave period are prepared and submitted to the relevant unit for approval on EBYS	10 dk.
Department Secretary	Sick leave report is submitted for wet signature to the relavant unit.	5 mins.
Department Secretary	Date of back to work again is written to the relevant section of the sick leave form and submitted to the relevant superior for approval	5 mins.
Department Secretary	The cover letter of the sick leave form which is prepared to be sent to the rector's Office(the department of personel) is submitted for approval on EBYS	5 mins.
Department Secretary	The document is filed	2 mins.
	END OF PROCESS	