**كلية العلوم بالمدينة الجامعية للطالبات**

**رقم الملف للموظفة ( )**

**طلب إجازة عادية لموظفة**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **أولاً: الطلب المقدم من طالب الإجازة.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **الاسم الرباعي:** | |  | | | | | | | | | | | **الوظيفة:** | | | |  | | | | **المرتبة ورقمها:** | | | | | | | | | | | | |  | | |
| **ارغب الترخيص لي بإجازة.: عادية** | | | | | | | | | | | | **مدة (** | | | | **أيام** | | **) اعتباراً من :** | | | **/ / 14هـ** | | | | | | | | | | | | | | | |
| **وسيكون عنواني أثناء الإجازة هو** | | | | | | | | | | | |  | | | | | | | | **تليفون:** | | | |  | | | | | | | | | | | | |
| **التاريخ** |  | | **/** |  | **/** |  | | | **14هــ** | | | | | | | | | | **التوقيع:** | | |  | | | | | | | | | | | | | | |
| **ثانياً: موافقة الرئيس المباشر. وقد باشرت عملها يوم : / / 14هـ** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| لا مــانع لدينا من منحه الإجازة المطلوبة إذا كانت مستحقة نظاماً. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| الوظيفة: |  | | | | | | | الاسم: | | |  | | | | | | | | التوقيع: | | |  | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | التاريخ | | | |  | | / | | | |  | | / | |  | | | 14هـ |
| **ثالثاً : موافقة صاحب الصلاحية.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| الوظيفة: | **مديرة إدارة كلية العلوم** | | | | | | | | | الاسم**: أ.غـادة العــــــــــــلي** | | | | | | | | | | التوقيع: | | | | | | |  | | | | | | | | | |
|  | | | | | | | | | | | | | | | التاريخ | | | | | | |  | | | | | / | |  | | / | |  | | | 14هــ | | |
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| **رابعاً: تدقيق شؤون الموظفين.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| الإجازة المطلوبة | | | | | | | | 🞎 مستحقة نظاماً | | | | | | | | ................................................................................................. | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | 🞎 غير مستحقة نظاماً | | | | | | | | ................................................................................................. | | | | | | | | | | | | | | | | | | | | | |

**خامساً: القرار**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **قرار إداري رقم:** | | | | **.................................................... وتاريخ : / / 14هـ** | | | | | | | | | | | | | | | | | | | |
| **1- يمنح الموضح اسمه أعلاه إجازة:.........................................** | | | | | | | | | | | | | **لمدة ( ) يوماً اعتبارا** | | | | | | | | | | |
| **من** |  | **/** |  | **/** | |  | **14هـ** | **عن الفترة المستحقة من** |  | **/** |  | **/** | |  | **14هـ** | **إلى** |  | **/** |  | **/** | |  | **14هـ** | | |
| **2- يبلغ هذا القرار لــ** | | | | | |  | | | | | | | | | | | | | | | **لإنفاذه** | | | | | |
| **الموظف المختص**  **.................................** | | | | | | | | | **المدير**  **.................................** | | | | | | | | | | | | | | | | | |