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|  | | | | | | | | | | | | | | **أقسام العلوم والدراسات الطبية**  **كلية العلوم**  **رقم الملف: ( )** | | | | | | | | | | **الرقم:** | | | | | | | | | | | | | | | | | | | | |
| **التاريخ:** | | | | | | | | | | | | | | | | | | | | |
| **الموافق:** | | | | | | | | | | | | | | | | | | | | |
| **طلب إجازة عادية لأيام متفرقة**  بحيث لا تتجاوز 10أيام خلال العام  **(بحيث لاتتجاوز 5أيام متفرقة خلال العام)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | **موظف** | | | |  | | | | **مستخدم** | | | | |  | **عامـــل** | | | |  | **متعـاقد** | | | | | | |  | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **أولاً: الطلب المقدم من طالب الإجازة.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **الاسم الرباعي:** | |  | | | | | | | | | | | | | **الوظيفة:** | | | | |  | | | | | | | | **المرتبة ورقمها:** | | | | | | | | | | | | |  | | | |
| **ارغب الترخيص لي بإجازة : عادية** | | | | | | | | | | | | | | **مدة (** | | | | | **يوم** | | | | **) اعتباراً :** | | | | | **/ / 14هـ** | | | | | | | | | | | | | | | | |
| **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 العــــــــلي** | | | | | | | | | | | | | | التوقيع: | | | | | | | |  | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | التاريخ | | | | | | | | | | |  | | | | / | | |  | | / | |  | | | 14هــ | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **رابعاً: تدقيق شؤون الموظفين.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| الإجازة المطلوبة | | | | | | | | 🞎 مستحقة نظاماً | | | | | | | | | | | ................................................................................................. | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | 🞎 غير مستحقة نظاماً | | | | | | | | | | | ................................................................................................. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **خامساً: القرار**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | **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**  **.................................** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

رقم الحفظ في برنامج مدار:

التاريخ:

كلية العلوم/