

**Tokat Gaziosmanpasa University**  
**Pazar Vocational School Higher Education**

**Workflow Processes**

<b>Process No.</b>	19
<b>Process Name</b>	Personnel Leave Request Process
<b>Those Responsible for the Process</b>	School Principal, High School Secretary, Registrar, Academic-Administrative Staff
<b>Process Organization Relationship</b>	School Principal, High School Secretary, Registrar, Academic-Administrative Staff
<b>Purpose of the Process</b>	Vocational School Academic-Administrative Managing Staff Leaves
<b>Limits of the Process</b>	It starts with the academic-administrative staff filling out the leave form and ends with the rejection or disapproval of the leave request.
<b>Process Steps</b>	<ul style="list-style-type: none"> <li>• Personnel requesting annual leave fill out the leave form via EBYS.</li> <li>• Personnel on sick leave report It is delivered to the Higher Education and the permission form is filled out via EBYS by the editorial office.</li> <li>• For unpaid leave, an application must be made to the Higher Education with a written petition.</li> <li>• Personnel leave status, personnel affairs</li> <li>• Academic staff permission form is submitted by the Head of Department and the Director of the School; The Administrative Personnel permission form is signed by the School Secretary and the School Director.</li> </ul>
<b>Performance Indicators</b>	Number of Personnel Using Excuse/Annual Leave, Average Leave Duration

