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TOKAT GAZIOSMANPASA UNIVERSITY
PAZAR VOCATIONAL SCHOOL of HIGHER EDUCATION
Workflow Process Chart
ANNUAL/EXCUSE

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Workflow Number: İ.A.Ş. 037

LEAVE PROCEDURES WORKFLOW PROCESS	Responsible	Legislation/Documents
<p>Anniversary/excuse/marriage/death etc. requesting permission fills out the leave form from the personnel personnel program.</p> <p>↓</p> <p>He initials the prepared form via EBYS and submits it to his superior for signature.</p> <p>↓</p> <p>The signed form is sent to the relevant personnel via EBYS and is kept for archiving in the personnel file of the relevant person.</p>	<p>*Relevant Personnel</p> <p>*Relevant Personnel Supervisor</p> <p>*Employee Apartment Presidency *Relevant Unit staff</p>	<p>State number 657 Civil Servants Act *Annual Leave Form</p>