



TC
TOKAT GAZIOSMANPASA UNIVERSITY
PAZAR VOCATIONAL SCHOOL of HIGHER EDUCATION

Publication Date: 15.11.2016

Revised Date: 10.04.2023

Workflow Number: İ.A.Ş. 027

Workflow Process Chart

ACCOMPANYING PERMIT PROCEDURES WORKFLOW PROCESS

Responsible

Legislation/Documents

*Relevant Unit

*State number 657
Civil Servants Act

*Petition of the person concerned
*Health Board Report

*Employee
Apartment
Presidency

*Personnel Apartment
Presidency
*General
Secretary
*Rector

*Employee
Apartment
Presidency

The petition regarding the accompaniment of the person concerned and the Health Board report are sent by the unit to the Personnel Department with a cover letter.

The Health Board report is examined and, if appropriate, the accompanying permission form is filled out and submitted to the Rector for Approval.

Accompaniment permission refusal
The reason is stated.

By the Rectorate
Is it suitable?
Yes No

After the Rector's Approval, one copy is sent to the unit.
is placed in the file.