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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONNEL INFORMATION** | | | | | | | | | | | | | | | | | |
| **Name Surname** |  | | | | | | | **Title** | | | | |  | | | |
| **Unit** |  | | | | | | | **Phone Number** | | | | |  | | | |
| **Department** |  | | | | | | | **Start Date of Employment** | | | | |  | | | |
| **Annual Leave** | | **Health**\* | | | **Marriage\*** | | **Death\*** | | | **Maternity\*** | **Unpaid leave** | | | ***Hourly Leave*** | **Private Reason\*** | |
| **Explanation:**  **\*Please attach relevant documents for marked permits.** | | | | | | | | | | | | | | | | |
| 1. According to the reason of the permit, the documents should be submitted in the annex of the form for the documents to be shown. 2. This form must be submitted to the Human Resources Directorate one week before the start of the leave. 3. In case of using leave without annual leave entitlement, the balance corresponding to the leave day in case of a possible separation is deducted from the last month's salary. | | | | | | | | | | | | | | | | |
| **Annual Leave Days Required** | | |  | | | | | **Total Annual Leave Days** | | | | |  | | | |
| **First day of Annual Leave** | | |  | | | | | **Address on Leave** | | | | | | | | |
| **Last day of Annual Leave** | | |  | | | | |  | | | | | | | | |
| **Starting day of work** | | |  | | | | |
| **Deputy Personnel:**  **Name Surname:**  **Signature:** | | | | | |  | | | | | | | | | | |
| **APPROVAL** | | | | | | | | | | | | | | | | | |
| **SIGNATURE OF PERSONNEL**  **\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_\_** | | | | **DEPARTMENT MANAGER APPROVAL**  **\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_\_** | | | | | **APPROVAL OF HUMAN RESOURCES DIRECTORATE**  **\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_\_** | | | **VICE GENERAL SECRETARY APPROVAL**  **\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_\_** | | | |