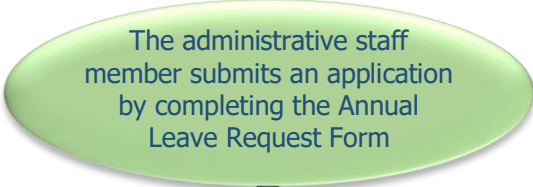

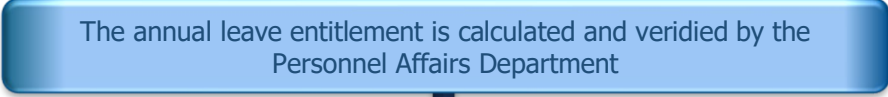
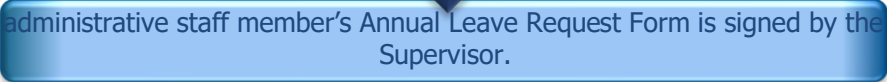
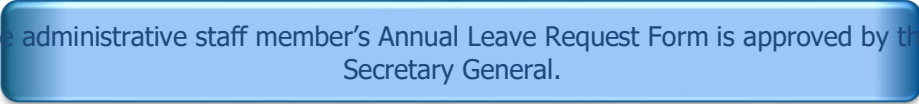

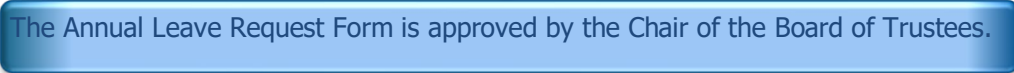
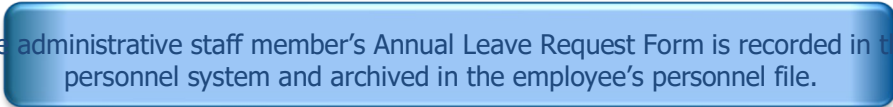




## Administrative Staff Annual Leave Procedures Workflow

Workflow Process	Responsible
	<b>Administrative Staff</b>
	<b>Administrative Staff</b>
	<b>Personnel Affairs Department</b>
 <p>The administrative staff member's Annual Leave Request Form is signed by the Unit Supervisor.</p>	<b>Unit Supervisor</b>
 <p>The administrative staff member's Annual Leave Request Form is approved by the Secretary General.</p>	<b>Secretary General</b>
 <p>The administrative staff member's Annual Leave Request Form is approved by the Rectorate.</p>	<b>Rectorate</b>
 <p>The Annual Leave Request Form is approved by the Chair of the Board of Trustees.</p>	<b>Chair of the Board of Trustees</b>
 <p>The administrative staff member's Annual Leave Request Form is recorded in the personnel system and archived in the employee's personnel file.</p>	<b>Personnel Affairs Department</b>
