



PRE - NATAL LEAVE WORKFLOW

Workflow Process

Responsible

The employee submits to the Department of Human Resources a medical report indicating the estimated date of birth and the date until which they can continue working.

Relevant Employee



Based on the report, the relevant official forms are completed and all signatures are obtained.

Department of Human Resources



The forms are submitted in person by the employee to the Department.

Relevant Employee



The maternity leave dates are reported to the relevant Unit Supervisor, the Secretary General's Office, the Rectorate, and the Board of Trustees.

Department of Human Resources



The official documents are archived in the personnel file. Follow-up is carried out.

Department of Human Resources



The process is completed.