



## UNPAID LEAVE REQUEST WORKFLOW CHART

Workflow Process	Responsible Unit / Person
<p>The personnel who wishes to take unpaid leave applies to the relevant unit supervisor with a petition stating the reason for the request.</p>	<b>Relevant Personnel</b>
<p>The petition is signed by the Unit Supervisor / Faculty Dean's Office / School Directorate.</p>	<b>Unit Supervisor / Faculty Dean's Office / School Directorate</b>
<p>Based on the official letter received from the unit, the prepared "approval document" is submitted to the Rector's Office for academic personnel and to the Secretary General's Office for administrative personnel.</p>	<b>Personnel Affairs Department</b>
<p>Based on the approval received, unpaid leave petitions are prepared.</p>	<b>Personnel Affairs Department</b>
<p>The petitions signed by the personnel and the institution are submitted to the relevant departments, and official procedures are completed.</p>	<b>Personnel Affairs Department</b>
<p>Copies of the received petitions are archived in the personnel file.</p>	<b>Personnel Affairs Department</b>
<p>The process is completed.</p>	