

KADIR HAS UNIVERSITY

ACADEMIC PERSONNEL LEAVE REQUEST FORM

PERSONNEL INFORMATION		
Faculty/Department		
Title - First name/Last name		
Turkish state ID number		
Date of birth		
Date when employment began		
REQUESTED LEAVE		
Yearly leave*		
Pregnancy leave** (documented)	Prior to giving birth (8 weeks)	After giving birth (8 weeks)
Sick leave** (documented)		
Personal leave***	Marriage	Death
LEAVE INFORMATION		
Date of commencement of right for leave ⁽¹⁾ (to be filled out by the Personnel Department)		
Year of leave request	2013	
Dates of commencement of leave	1-	
	2-	
	3-	
Dates of resumption of work	1-	
	2-	
	3-	
Number of days of leave		
Address during leave		
Contact information/Mobile tel. number		
<u>PERSONNEL REQUESTING LEAVE</u>		<u>HEAD OF DEPARTMENT</u>
Date/Signature		Date/Signature
<u>DEAN/DIRECTOR</u>		
Date/Signature		

IMPORTANT NOTES:

* If changes occur regarding the dates of leave, this form must be filled out again, re-approved, and submitted again to the Personnel Department. If forms are not updated, then the dates of leave indicated will be considered as used.

** Pregnancy leave is granted for 8 weeks before and 8 weeks after birth. A doctor's report must be obtained in the 32nd week of pregnancy along with a report indicating incapacity to work. These reports shall indicate that you have leave for the reason of pregnancy prior to birth or are able to work until the 37th week of pregnancy. After birth, you must submit a copy of the birth certificate and a document indicating incapacity to work.

*** After leave for marriage you must submit a photocopy of your marriage certificate and identification card. Leave for the reason of death is granted for the passing of immediate family members (mother, father, sibling, spouse, child).

⁽¹⁾ Per the terms of Labor Law 4857, employees obtain the right for yearly leave after completing the first year of employment. Per the terms of Labor Law 4857, sick leave/leave for reason of birth which lasts 3 days or longer will result in a salary deduction. To prevent this, within 2 days you must submit to your department a report stating illness/birth along with a document indicating incapacity to work which have been issued by a hospital that has an agreement with the state social security system.