



Separation Request for Non-Academic Employee

[Position up to Department Head]

Part I - To be completed by the Requester

Name : Badge No. :
Position : Mobile No. :
Date of Hire : Employee E-mail : Nationality :
Department Name : Gender :
Department E-Mail : Extension No. : Cost Code :

Program Sites : KSAU - Riyadh KSAU - Jeddah KSAU - Al Ahsa
 KAIMRC - Riyadh KAIMRC - Jeddah KAIMRC - Al Ahsa Postgraduate - Dammam

Separation Type : Non-Renewal of Contract Resignation Other Reason, Please Specify;
Requested By : Employee Department Retirement EOC During Probationary Period

Notification Date : **Separation Effective / Last Working Date :**

Requesting for Notice Period Waiver : Yes No

If, Separation effective / last working date is less than 60 days from notification date

Requesting for Terminal Leave : Yes No

If Yes, then attach final TRA

Remarks :

Employee Signature

Date

Dean / Department Head
(Name & Signature)

Date

Part II - To be completed by Respective Vice President / General Director (or equivalent)

Employee Separation : Approved Disapproved

Notice Period Waiver : Recommended Not Recommended

If, waiver requested in Part I

Respective Vice President / General Director (or equivalent)
(Name & Signature)

Date

Part III - To be completed by Administrative & Financial Affairs
[If, Notice period waiver was requested in **Part I**]

Notice Period Waiver :

Approved

Disapproved

General Director, Administrative & Financial Affairs
(Name & Signature)

Date