

KING FAHD UNIVERSITY OF PETROLEUM & MINERALS
DHAHRAN, SAUDI ARABIA



DUTY REPORTING FORM

NOTE: For release of his next pay check, the employee must fill out this form up to part 4 immediately upon his return from vacation and submit it, to the Staff Personnel Affairs, Room 607, Bldg. 21.

PLEASE TYPE OR WRITE IN BLOCK LETTERS

PART 1 INFORMATION

NAME _____ ID# _____ JOINING DATE _____
 JOB TITLE _____ DEPARTMENT _____
 OFFICE PHONE# _____ MAIL BOX# _____
 DURATION OF CURRENT CONTRACT: FROM _____ TO _____

PART 2 VACATION DETAILS

VACATION AVAILED _____ DAYS. FROM _____ TO _____
 TYPE OF VACATION: EARNED LEAVE LEAVE WITHOUT PAY
 : MEDICAL LEAVE SHORT LEAVE FROM EARNED VACATION

PART 3 FOR EMPLOYEE'S DEPARTMENT HEAD USE ONLY

TO: DIRECTOR, STAFF AFFAIRS DEPARTMENT
 DR./MR. _____ HAS RESUMED THE DUTY ON _____
 REMARKS: IF ANY _____
 DEPT. HEAD'S SIGNATURE: _____
 DATE: _____

PART 4 FOR PERSONNEL SERVICES USE ONLY

DATE OF EXIT: _____ DATE OF RE-ENTRY: _____
 ACCOMPANYING DEPENDENTS: 1. _____ 2. _____ 3. _____
 4. _____ 5. _____ 6. _____

 DIRECTOR OF PERSONNEL SERVICES
 DATE: _____

PART 5 FOR STAFF PERSONNEL AFFAIRS USE ONLY

VACATION EXCEEDED BY _____ DAYS VACATION IN BALANCE _____ DAYS
 VACATION NOT AVAILED _____ DAYS FOR CONTRACT ENDING 31 AUG. _____

VACATION RECORD UPDATED	DATE: _____
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DISTRIBUTION: 1. DEPARTMENT HEAD 2. EMPLOYEE CONCERNED
 3. PERSONNEL FILE (VACI/MISC2)