



Separation Request for Academic Non-Saudi Employee

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

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

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
(Name & Signature)

Date

Part II - To be completed by Vice President, Educational Affairs

Employee Separation : Approved Disapproved

Notice Period Waiver : Approved Disapproved

If, waiver requested in Part I

Vice President, Educational Affairs
(Name & Signature)

Date