Paid leave request

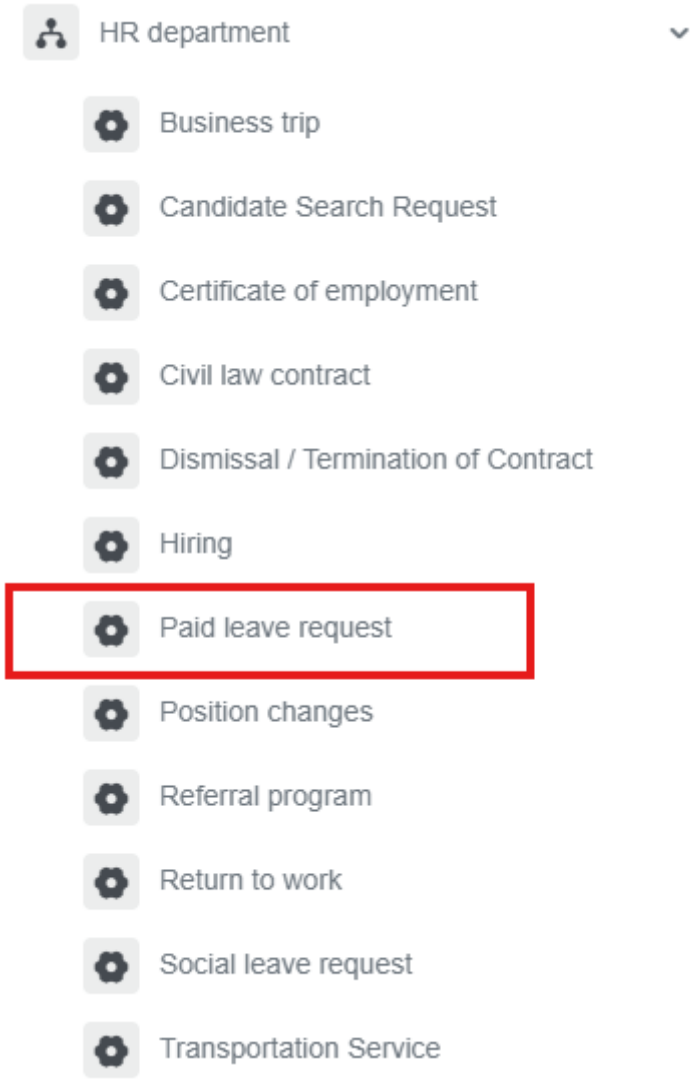
Process purpose and use cases

This process is used for employees to request **paid annual leave**. It applies in the following cases:

- Taking **scheduled annual leave**

How can I initiate the Paid leave request process in the DMS system?

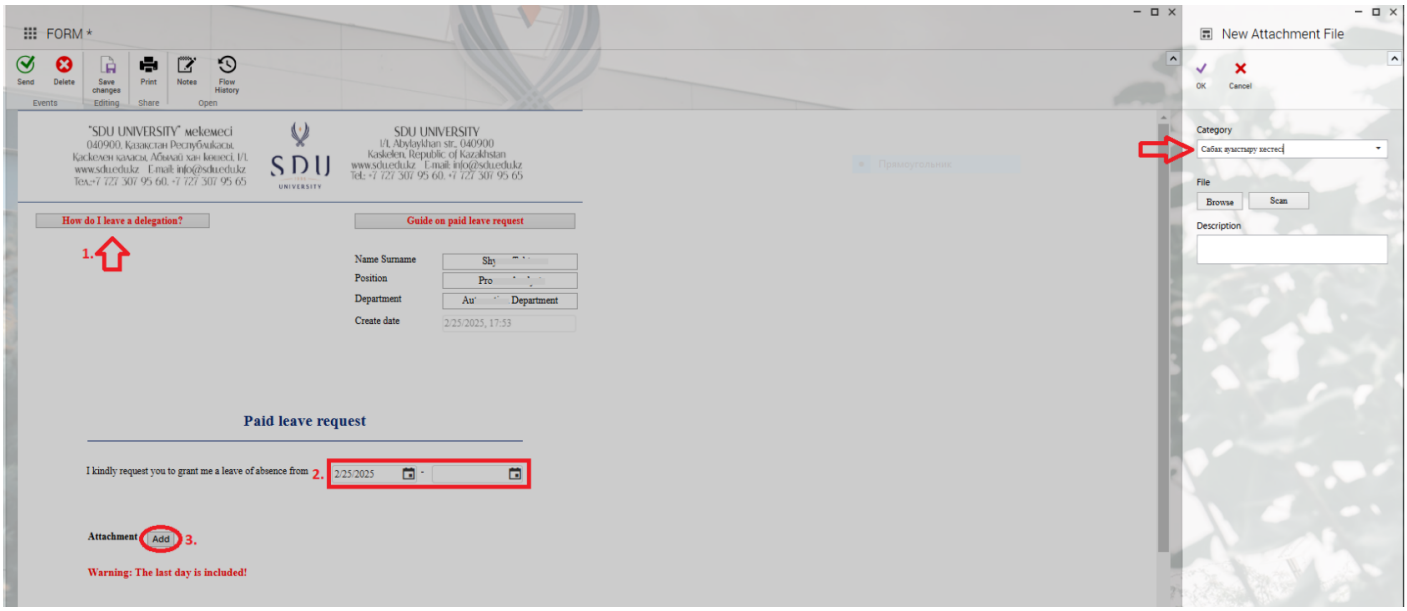
1. Go to dms.sdu.edu.kz, navigate to the "**Start Process**" section, and proceed to **HR Department→ Paid leave request** process**.**



2 1) If you hold a managerial position, leaving a **Delegation** is mandatory.

2) Select the required time period.

3) When you click the "Add" button, a new window will open, where academic position holders must attach their class schedule.

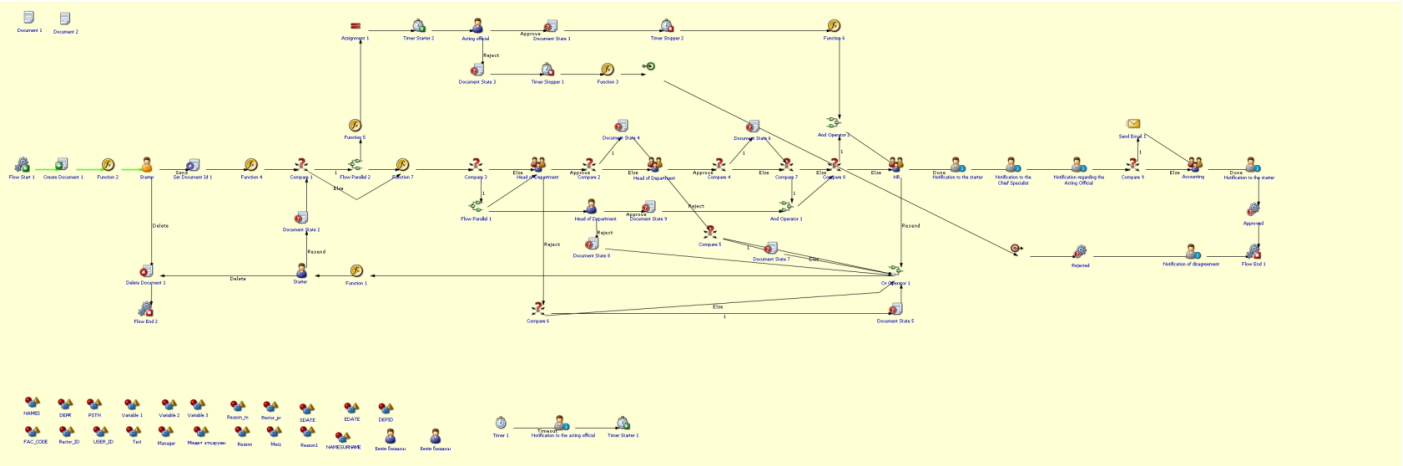


3. Once the required information is provided, click the "Send" button.



Process guidelines

You can view the process workflow in the section below.



For all inquiries, you can submit a request through helpdesk.sdu.edu.kz → "Submit a ticket" → "BPM" or contact us via email at dms@sdu.edu.kz!

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