



مستشفى الملك فيصل التخصصي ومركز الأبحاث
King Faisal Specialist Hospital & Research Centre
Gen. Org. مؤسسة عامة

GENERAL DISTRIBUTION

TO: **All Departments** **DATE:** 4 Safar 1442
King Faisal Specialist Hospital & Research Centre 21 September 2020
(General Organization) - Riyadh
King Faisal Specialist Hospital & Research Centre
(General Organization) - Jeddah **REF:** GD:810-42
King Faisal Specialist Hospital & Research Centre
(General Organization) - Madinah

FROM: **Majid Alfayadh, MD, MMM**
Chief Executive Officer, Kfsh&RC
Office Of The CEO 








SUBJECT: SICK LEAVES ISSUED BY ALDARA HOSPITAL AND MEDICAL CENTRE TO KFSH&RC (GEN. ORG.) EMPLOYEES

In line with [GD: 777-41](#) dated 08 Dhu Al Qada 1441 (29 June 2020) on the recent collaboration of King Faisal Specialist Hospital and Research Centre (Gen. Org.) and Aldara Hospital and Medical Centre wherein the latter is operating under the umbrella of KFSH&RC. All Sick Leaves issued from Aldara Hospital and Medical Centre will not require the authentication of Family Medicine and Polyclinics Department.

Since Sick Leaves issued to KFSH&RC employees by Aldara Hospital and Medical Centre are not automatically reflected in the Oracle System and to ensure that absences are properly recorded, the department of the sick employee must manually file/enter the Sick Leave directly into the Oracle System for processing.

Thank you.

MIF

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