



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

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DATE: 28 Jumada Al Awal 1442
12 January 2021

REF: GD:883-42

FROM: Yousef Alharbi, PhD
Chief Human Capital Officer
Human Capital, Head Quarter

SUBJECT: **REMINDER: COMPLIANCE TO ONSITE / TELEWORK ATTENDANCE MANAGEMENT**
GD:795-41

Further to GD:795-41 dated 11 August 2020 regarding Onsite/Telework Attendance Management System and Telework Productivity, all employees who are required to punch in/out are reminded to strictly comply with the Onsite/Telework Attendance Management System, and Department Heads are expected to continuously monitor and ensure the compliance of their employees to Onsite/Telework Attendance Management system.

Human Capital will continue to monitor and audit the attendance of all employees and appropriate feedback will be channeled to Department Heads.

Your prompt attention and strict adherence to the above is highly appreciated.

Thank you.

YOH

CC:  Danah Alkadhif, MBA, Management Analyst, CG
 Ahmed Essa, MS, Director, Organization Development, OD