

SUBJECT: Official Exceptional Leave – Home Isolation

Following the COVID-19 precautionary measures, the "Official Exceptional Leave" has been created and currently available in the ERP Oracle HR System.

Kindly be reminded that this leave shall be entered for staff who were identified/notified to be off work for home isolation leave based on the advise coming from the Infection Control and Hospital Epidemiology (ICHE), Family Medicine (FM) or Department of Emergency Medicine (DEM).

Therefore, it is the responsibility of the respective supervisor to ensure entering/applying the exceptional leave for the reported staff under their department.

Below is the process for your kind reference:

- **KFSH Employee / Manager / Secretary Self Service**
- **Absence Management**
- **Create New Absence**
- **Absence Type: Official Exceptional Leave**
- **Sub type: Select - Inside**
- **Apply and Submit**

For any further inquiries, please do not hesitate to contact the following:

- **Riyadh - MCD 47737**
- **Jeddah- MCD 49548**
- **EMAIL: ASKHR@Kfshrc.edu.sa**

Kindly disseminate this important update / information to all respective staff in your respective department(s) and section(s).

Thank you and stay safe.

Human Capital, HQ