



**REPUBLIC OF  
TURKEY  
YAŞAR UNIVERSITY  
PROCEDURES AND PRINCIPLES REGARDING  
MEAL ALLOWANCES DEFINED ON ID CARDS**

**CHAPTER ONE  
Aim, Scope**

**Aim**

**ARTICLE 1-** (1) The aim of these procedures and principles is to set out the principles regarding lunch services provided at Yaşar University Lunch Hall for ID cardholders' use.

**Scope**

**ARTICLE 2-** (1) These procedures and principles apply to the full-time academic and administrative staff, and the part-time academic and administrative staff who work on definite or indefinite work contract at Yaşar University, as well as to interns and visitors.

**CHAPTER TWO  
Terms of Use**

**Service**

**ARTICLE 3-** (1) Meal allowances are defined on a system developed by the Directorate of Information Technologies, i.e. on <https://ygs.yasar.edu.tr>, where also use of meal allowances and reporting processes are tracked.

(2) Each staff member (with definite or indefinite work contract) and each intern from high schools are defined standard lunch allowance on their cards for each working day.

(3) Part-time student staff members' lunch allowances are defined on their cards by the Central Student Activities Unit.

(4) Students', who are assigned within the scope of SRP Projects, lunch allowances are defined on their cards by Project Support Office. How many lunch allowances are defined for students per week (weekdays) is determined by the relevant directorate.

(5) Rector, Vice Rectors, Secretary General, Department Head of Financial Affairs are defined lunch allowances also for their guests for each day on their cards.

(6) Vice Secretary General, Deans, Vice Deans, Department Heads, Coordinators, and Unit Directors are defined lunch allowances for four guests for each working day on their cards.

(7) Lunch requests are submitted with the approval of Rector's Office when there is a conference, meeting, etc. Card system does not apply in such cases.

(8) Dormitory students are defined breakfast allowance by the Directorate of Student Dormitory for each day that they stay at the dormitory.

**Meal Allowance Time**

**ARTICLE 4-** (1) Students and staff members can use their meal allowances within the hours stated below:

(a) Breakfast: 07:00 – 10:00

(b) Lunch: 11:00 – 15:00

(c) Dinner: 17:00 – 20:00

(d) Night: 23:00 – 05:00

#### **Defining Meal on Cards for Overtime**

**ARTICLE 5-** (1) For staff members who work overtime in Faculties, Schools, Graduate Schools and in other units, Deans, Directors or the staff members that they will assign themselves are entitled to defining meal allowance only for the staff members of their own unit.

(2) Overtime meal allowances are defined for the very latest: up to 4.00 p.m.

After 4.00 p.m., entrance systems shut down.

(3) Staff members with overtime meal allowances can have lunch by scanning their cards within the hours stated in Article 4.

### **CHAPTER THREE**

#### **Final Provisions**

#### **Effective Date**

**ARTICLE 6-** (1) These procedures and principles shall be in effect as of the date of approval of Yaşar University Rector.

#### **Execution**

**ARTICLE 7-** (1) These procedures and principles shall be executed by Yaşar University Rector.

Adopted on 16.08.2018