|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **NOMBRE**  **INSTRUCTIVO** |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Detalle** | **Cargo** | **Nombre** | **Firma** | **Fecha** | | **ELABORADO** |  |  |  |  | | **REVISADO** |  |  |  |  | | **AUTORIZADO** |  |  |  |  | | **APROBADO** |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **CONTROL DE CAMBIOS** | | | | | | **Versión** | **Fecha** | **Razones De Cambio** | **Realizado Por** | **Firma** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |

1. **OBJETIVO**

XXXX

1. **ALCANCE**

XXXXX

1. **DEFINICIONES**

**XXXX**

1. **INSTRUCCIONES PARA SOLICITAR LICENCIA CON REMUNERACIÓN** 
   1. XXXXX

* XXXX
* XXXX
  1. XXXXXXX
  2. XXXXXX
  3. XXXX
  4. XXXX.
  5. XXXXX.
  6. XXXXX.

1. **ANEXOS**

**5.1** XXXX

**5.2** XXXX

**5.3** XXXXl