

الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونَيْبَرَسِيْتِي اِسْلَامِي اِنْتَارَا بِيْخْسَا مَلِيْسِيَا

APPLICATION TO CHANGE THE STAGGERED WORKING HOUR
FOR ADMINISTRATIVE & TECHNICAL STAFF

I hereby agree to opt with the following working hour.

- 7.30 am – 4.30 pm 8.00 am – 5.00 pm 8.30 am – 5.30 pm 9.00 am – 6.00 pm

Starting from the 1st of(month)(year)

Signature
Name
Post
Grade
Dept/Unit
KCDI
Date

.....(Decision by Dean/Director).....

I approve the option selected by the above staff:

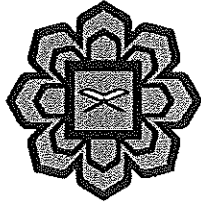
.....

Name:

Designation:

Date:

Note : This form is to be submitted one week before the effective date and each KCDIO needs to file a copy of this form for future reference and evidence.



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APPLICATION TO CHANGE STAGGERED WORKING HOURS
 FOR ADMINISTRATIVE & TECHNICAL STAFF
 FOR RAMADHAN

I hereby agree to change my current working hours to the following:-

- RMDN5 (7.30 am – 3.30 pm) RMDN (8.00 am – 4.00 pm) RMDN3 (8.30 am – 4.30) RMDN2 (9.00 am – 5.00)

SIGNATURE
 NAME
 POST
 GRADE
 DEPT/UNIT
 KCDI
 DATE

.....(Decision by Dean/Director).....

I approve the option selected by the above staff:

.....

Name:

Designation: Date:

Note: This form is to be submitted one week before the effective date and each KCDIO needs to file a copy of this form for future reference and evidence.



OPTION REGISTRATION FOR STAGGERED WORKING HOUR
(ADMINISTRATIVE & TECHNICAL STAFF)
FOR RAMADHAN

KCDIO..... Dept./Unit.....

Please choose one the following working hour options for each staff:-

- RMDN5 7.30 am – 3.30 pm RMDN 8.00 am – 4.00 pm RMDN3 8.30 am – 4.30 pm RMDN2 9.00 am – 5.00 pm

No	Staff No	Name	Position	Grade	Work Hour (eg. WH2)	Effective Date	Signature

.....(Decision by Dean/Director).....

I approve the option selected by the above staff:

Name:
Designation: Date:

Note :

- Please use the Form A2 – "Application To Change The Staggered Working Hour For Administrative & Technical Staff" for staff who wish to change their current option of staggered working hour.
- Each KCDIO needs to file a copy of this option registration form for future reference and evidence