**EXTRA WORKING HOURS CLAIM FORM BASIC SALARY ABOVE RM 2,000**

**INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

MONTH ___________ YEAR _____________

<table>
<thead>
<tr>
<th>DATE/DAY</th>
<th>PARTICULAR</th>
<th>TIME</th>
<th>NORMAL DAY (1.5)</th>
<th>SATURDAY</th>
<th>SUNDAY</th>
<th>PUBLIC HOLIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From</td>
<td>To</td>
<td>Normal Hours</td>
<td>OT</td>
<td>Normal Hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1-4</td>
<td>(0.5)</td>
<td>4-8</td>
<td>(1.0)</td>
<td>&gt;8</td>
</tr>
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<td></td>
<td></td>
<td>4-8</td>
<td>(1.0)</td>
<td>&gt;8</td>
<td>(1.5)</td>
<td>&gt;8</td>
</tr>
</tbody>
</table>

**Total Hours**

GRAND TOTAL HOURS CLAIMED ____ HRS

I hereby declare the above claim is true

I hereby recommend the above claim

I hereby approved the above claim

________________________
(Signature of Applicant)

________________________
(Signature)

________________________
(Official stamp)

________________________
(Signature)

________________________
(Official stamp)

________________________
Immediate Supervisor

________________________
Dean/Director/Head of Department

**Schedule time in:**
- 7.30am - 4.30pm
- 8.00am - 5.00pm
- 8.30am - 5.30pm
- 9.00am - 6.00pm

*On covering, the calculation will be started 2 hours 15 minutes after end of working hour.*

*Please attach the supporting document*