



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونَيْبَرِيسِيْتِي اِسْلَامِي اِنْتَارَا اِبْحْسَابًا مَلِيْسِيَا

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

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

- RMDN 5 (7.30 am – 3.30 pm) RMDN (8.00 am – 4.00 pm) RMDN 3 (8.30 am – 4.30) RMDN (9.00 am – 5.00 pm)

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

Signature

Name

Staff No

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.