



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونَيْتِيسِي إِسْلَامِيَّ ائْتَارَا اِبْحْسَابَا مَلِيسِيَا

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

I hereby agree to change my current working hours to the following:-
(Please tick (√) the selected working hours)

- RMDN 5 (7.30 am – 3.30 pm) RMDN (8.00 am – 4.00 pm)
 RMDN 3 (8.30 am – 4.30 pm) RMDN 2 (9.00 am – 5.00 pm)

KLM Staff

- RMDNKLM1 (7.30 am – 3.30 pm) RMDNKLM2 (8.00 am – 4.00 pm)
 RMDNKLM3 (8.30 am – 4.30 pm) RMDNKLM4 (9.00 am – 5.00 pm)

Starting from (day) (month) (year)

Signature
Name
Post
Grade
Dept/Unit
KCDI
Date

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

I approve the option selected by the above staff:

.....

Name and 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.