



INTERNATIONAL ISLAMIC  
UNIVERSITY MALAYSIA

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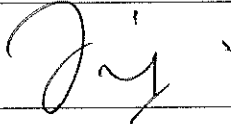
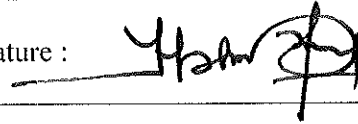
PROCESSING SABBATICAL LEAVE FOR  
ACADEMIC STAFF

EFFECTIVE DATE : 17/08/2016

DOCUMENT NO. : IIUM/MSD/08

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## PROCESSING SABBATICAL LEAVE FOR ACADEMIC STAFF

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Signature : 	Signature : 
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Date :	Date :



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### 1. OBJECTIVE

To ensure that the processing of sabbatical leave for Academic Staff is conducted smoothly and systematically.

### 2. SCOPE

This procedure is implemented by the Academic Development Unit, Management Services Division of IIUM.

### 3. ABBREVIATION/DEFINITION

- Sabbatical Leave - refers to permission granted to academic staff for purpose of study or research in a specified field or learning not leading to any certification or degree awarding which would benefit the nation and the university.
- Allowance - refers to allowances as provided under the Sabbatical Leave (1) Rules and Regulations and (11) Allowances and Facilities.
- Research Report - Report on Sabbatical Leave Output.
- MoHE - Ministry of Higher Education.
- Treasury - Ministry of Finance.
- SSLC - IIUM Scholarship and Study Leave Committee chaired by the Rector.
- K/C - Kulliyah /Centre.
- D, MSD - Director, Management Services Division
- DD, HRD - Deputy Director, Human Resource Development
- SAA - Senior Administrative Assistant
- AA - Administrative Assistant



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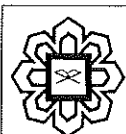
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#### 4. REFERENCE

- 4.1 Sabbatical Leave (I) Rules and Regulations and (II) Allowances and Facilities.
- 4.2 Related Government Circular.



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## 5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURES
SAA	<p>5.1 <b>Stage 1 : Notification on Submission of Application</b></p> <p>5.1.1 Notify Deans of K/C/D on deadline for submission of application for sabbatical leave yearly.</p>
SAD, ADU	<p>5.2 <b>Stage 2 : Receive Application</b></p> <p>5.2.1 Receive the duly completed application form for sabbatical leave from Kulliyah/academic staff.</p>
AA/SAA SAD, ADU	<p>5.3 <b>Stage 3 : Check Application</b></p> <p>5.3.1 To check application received based on Rules and Regulations.</p>
SAD, ADU AA/SAA DD, HRD SAA	<p>5.4 <b>Stage 4 : Preparation for SSLC Meeting</b></p> <p>5.4.1 Issue invitation letter to Committee members.</p> <p>5.4.2 Prepare draft meeting paper for SSLC Meeting.</p> <p>5.4.3 Check the draft meeting paper i.e. information accuracy, grammatical error, typing error, view of secretariat based on Rules and/or precedent cases, proposal to the SSLC and other relevant aspects.</p> <p>5.4.4 The papers will be made available for members to view in the E-Meeting Website one (1) day before the meeting.</p>



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RESPONSIBILITY	DETAILED PROCEDURES
DD, HRD  SAD, ADU	<p>5.5      <b>Stage 5 : Present Paper to SSLC</b></p> <p>5.5.1    Present the papers in the SSLC meeting and take notes of meeting.</p> <p>5.5.2    Assist in the presentation of papers in the SSLC meeting and take notes of meeting.</p>
AA/SAA SAD, ADU	<p>5.6      <b>Stage 6 : Process SSLC decision</b></p> <p>5.6.1    Prepare decision letters of meeting based on the minutes of the SSLC Meeting and send to the academic staff accordingly.</p>
AA / SAA  AA / SAA  D, MSD  DD, HRD	<p>5.7      <b>Stage 7 : Prepare the necessary arrangement</b></p> <p>5.7.1    Prepare Offer Letter / Sabbatical Leave Agreement (4 copies) based on decision of the SSLC Meeting and send to the academic staff together with other relevant documents.</p> <p>5.7.2    Receive four (4) copies of the duly completed and stamped Sabbatical Leave Agreements from the academic staff.</p> <p>5.7.3    Sign the stamped Sabbatical Leave Agreements on behalf of the University.</p> <p>5.7.4    Sign the stamped Sabbatical Leave Agreement as a witness of the University.</p>



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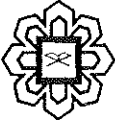
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AA	5.7.5 Send one (1) copy of stamped Sabbatical Leave Agreement to the academic staff.
AA/SAA SAD, ADU	5.7.6 Issue advice on payment of allowances to the Finance representative at the K/C. (if applicable)
AA/SAA  AA/SAA SAD, ADU	<b>5.8 Stage 8 : Report for Duty</b>  5.8.1 Receive report for duty form from the academic staff upon completion of sabbatical leave.  5.8.2 Submit research report undertaken during sabbatical leave to the Chairman of SSLC for perusal prior to the SSLC meeting.
AA/SAA	<b>5.9 Stage 9 : Updating the HRMS</b>  5.9.1 Key in the details of report duty of the academic staff in the HURIS.
AA/SAA	<b>5.10 Stage 10 : File Documents</b>  5.10.1 File all relevant documents in respective files.

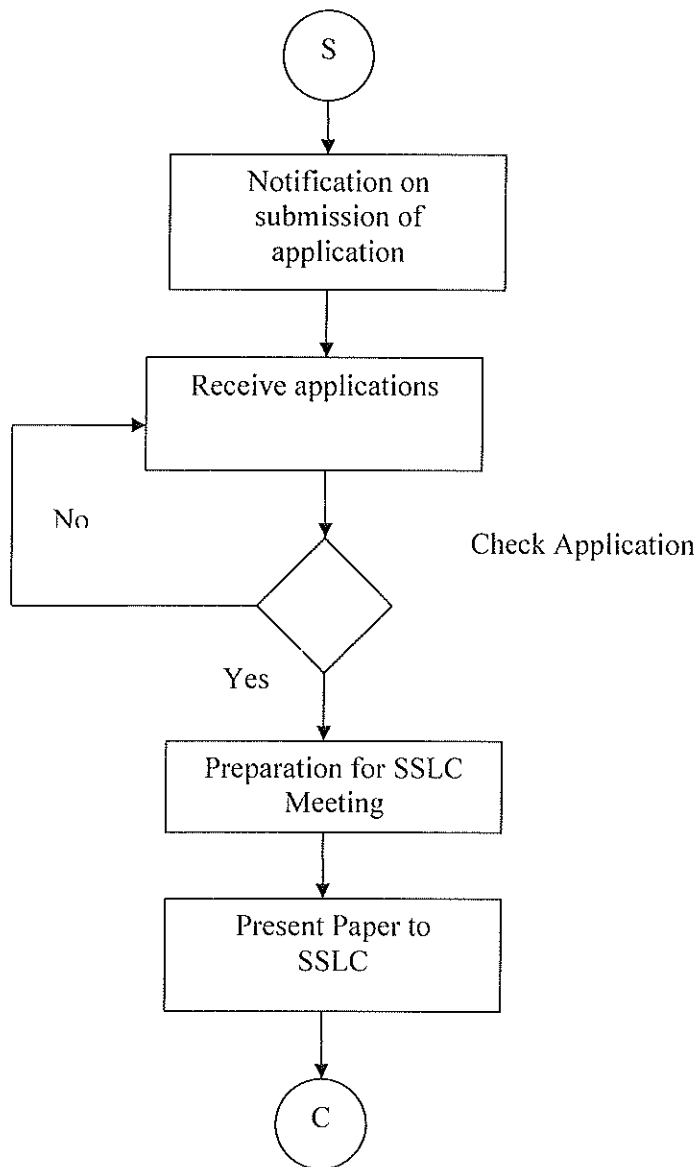
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## 6. QUALITY RECORDS


No.	QUALITY RECORD	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Minutes of the SSLC meetings	6 years	General File at MSD Filing Room	AA
2.	Application form for Sabbatical Leave	7 years after staff seized employment	Staff Personal File at MSD Filing Room	AA
3.	Copies of the relevant correspondences	7 years after staff seized employment	Staff Personal File at MSD Filing Room	AA
4.	Sabbatical Leave Agreements with IIUM	7 years after staff seized employment	Staff Personal File at MSD Filing Room	AA
5.	Offer Letter of Sabbatical Leave	7 years after staff seized employment	Staff Personal File at MSD Filing Room	AA
6.	Letters to invite members/HOD to attend the SSLC.	6 years	General File at MSD Filing Room	AA

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