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|  | INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA | VERSION NO : 03 |
| | | REVISION NO : 00 |
| FULL- PAY HAJJ LEAVE | | EFFECTIVE DATE : 02/02/2016 |
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FULL-PAY HAJJ LEAVE

| Prepared By :- | Approved By :- |
|--|--|
| Signature :  | Signature :  |
| Name : Rohani binti Amat | Name : Dato' Abdul Rahim bin Ahmad |
| Position : Senior Assistant Director Employee Benefits and HR Relations Unit Management Services Division | Position : Executive Director Management Services Division |
| Date : 02/02/2016 | Date : 02/02/2016 |

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1. OBJECTIVE

To ensure that the process of full-pay Hajj leave is implemented efficiently in accordance with the policies, rules and regulations.

2. SCOPE

This process is implemented by the Employee Benefits and HR Relations Unit, Management Services Division of International Islamic University Malaysia with the cooperation from K/C/D and it is applicable to the contract and permanent staff members subject to their duration of service.


3. DEFINITION/ABBREVIATION

Definitions:

Full-pay hajj leave is a provision for staff who fulfilled the eligibility criteria and approved by the authority to be on full pay leave to perform hajj for a period of not more than 40 continuous days, once throughout the duration of service with the University

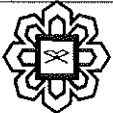
Abbreviations :

- 3.1 SAD : Senior Assistant Director
- 3.2 SAA : Senior Administrative Assistant
- 3.3 MSD : Management Services Division

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4. REFERENCES

- 4.1 IIUM Rules and Regulations
- 4.2 Relevant Government Circulars
- 4.3 Staff Handbook


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5. RESPONSIBILITY AND DETAILED PROCEDURE

| RESPONSIBILITY | DETAILED PROCEDURE |
|-----------------------|--|
| SAD | <p>5.1 Stage 1 : Receive application for Hajj leave</p> <p>5.1.1 Receive application for full-pay Hajj leave from staff through and recommended by Dean/Director of the K/C/D together with the supporting document</p> |
| SAD / SAA | <p>5.2 Stage 2 : Check eligibility</p> <p>5.2.1 Check personal files in order to determine the staff member's eligibility based on the status of appointment, confirmation in service and duration of service as well as IIUM's policies and procedures</p> <p>5.2.2 If staff is eligible, check flight itinerary based on the letter from Hajj organizer, e.g letter from Lembaga Urusan Tabung Haji.</p> <p>5.2.3 If staff is not eligible for full-pay Hajj Leave, prepare a letter to inform the staff accordingly.</p> |
| SAD / SAA | <p>5.2 Stage 3 : Approval from University authority</p> <p>5.3.1 Prepare and submit recommendation memo to the university approving authority together with the supporting documents.</p> |


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| RESPONSIBILITY | DETAILED PROCEDURE |
|----------------|---|
| SAD / SAA | 5.4 Stage 4 : Issuance of Decision 5.4.1 Issue letter informing the staff member about the decision of the University authority |
| SAA | 5.4 Stage 5 : Update in HURIS 5.5.1 Key in details in HURIS |
| SAA | 5.6 Stage 6 : File documents 5.6.1 File all relevant documents in the respective files. |

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6.0 QUALITY RECORDS

| NO. | QUALITY RECORDS | RETENTION PERIOD | LOCATION | RESPONSIBILITY |
|------------|--|---------------------------------------|---|-----------------------|
| 1. | Letter of application from staff member and letter from Hajj organizer | 7 years after staff ceased employment | Staff Personal File MSD Filing Cabinet | SAA |
| 2. | Approved recommendation memo by university authority | 7 years after staff ceased employment | Staff Personal File | SAA |
| 3. | Related letter to staff member pertaining Hajj leave | 7 years after staff ceased employment | MSD Filing Cabinet | SAA |

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7.0 FLOWCHART

FULL PAY HAJJ LEAVE

