



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO : 03

REVISION NO : 00


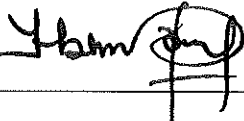
UNPAID LEAVE/HALF-PAY LEAVE

EFFECTIVE DATE : 02/02/2016


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UNPAID LEAVE/ HALF-PAY LEAVE

Prepared By :-	Approved By :-
Signature : 	Signature : 
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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 unpaid leave/half-pay 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 only applicable to the permanent staff members.

3. DEFINITION/ABBREVIATION


Definitions:

Unpaid leave is a provision for staff to be on unpaid leave from the service of the University according to eligibility and approved by University authority.


Half-pay leave is a provision for staff to be on half-pay leave from the service of the University according to eligibility to look after sick relatives and approved by University authority. It is only applicable to IIUM permanent staff.

Abbreviations :

- | | | |
|-----|------|---|
| 3.1 | SAD | : Senior Assistant Director |
| 3.2 | SAA | : Senior Administrative Assistant |
| 3.3 | IIUM | : International Islamic University Malaysia |
| 3.4 | MSD | : Management Services Division |


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<p>4. REFERENCES</p> <p>4.1 IIUM Rules and Regulations</p> <p>4.2 Relevant Government Circulars</p> <p>4.3 Staff Handbook</p>
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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
SAD	<p>5.1 Stage 1 : Receive application for unpaid leave/half-pay leave</p> <p>5.1.1 Receive application for unpaid leave/half-pay leave from staff member through and recommended by the 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 the eligibility of the application for unpaid leave/half-pay leave and ensure that the following information is provided:-</p> <ul style="list-style-type: none"> i) Duration of leave; ii) Reason(s) for leave; and iii) Supporting documents, e.g letter of certification from a medical doctor. <p>5.2.2 Check staff detail to determine the following:-</p> <ul style="list-style-type: none"> i) Status of appointment ii) Duration of service iii) Entitlement of leave based on (ii)


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RESPONSIBILITY	DETAILED PROCEDURE
SAD	<p>5.3 Stage 3: Approval from University authority</p> <p>5.3.1 Prepare and submit leave statement together with the supporting documents to the University approving authority.</p>
SAA	<p>5.4 Stage 4: Issuance of Decision</p> <p>5.4.1 Issuance letter informing the staff about the decision of the University authority.</p>
SAA	<p>5.5 Stage 5 : Update HURIS</p> <p>5.5.1 Key in details in HURIS</p>
SAA	<p>5.6 Stage 6 : File documents</p> <p>5.6.1 File all relevant documents in the respective files.</p>

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6.0 QUALITY RECORDS

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Letter of application from staff member fro unpaid/half-pay leave	7 years after staff ceased employment	Staff Personal File MSD Filing Cabinet	SAA
2.	Approved recommendation memo from university authority	7 years after staff ceased employment	Staff Personal File	SAA
3.	Copy of the letters to staff	7 years after staff ceased employment	MSD Filing Cabinet	SAA

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7.0 FLOWCHART

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