



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO : 03

REVISION NO : 00


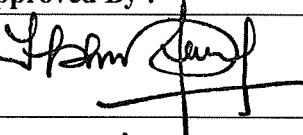
FULL- PAY HAJJ LEAVE

EFFECTIVE DATE : 03/07/2017


DOCUMENT NO. : IIUM/MSD/14

PAGE : 1/7

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 : 03/07/2017	Date : 03/07/2017

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	INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 03
		REVISION NO : 00
FULL PAY HAJJ LEAVE		EFFECTIVE DATE : 03/07/2017
DOCUMENT NO. : IIUM/MSD/14		PAGE : 2/7

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 |

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 03
	REVISION NO : 00
FULL PAY HAJJ LEAVE	EFFECTIVE DATE : 03/07/2017
DOCUMENT NO. : IIUM/MSD/14	PAGE : 3/7


4. REFERENCES

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


 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 03
	REVISION NO : 00
FULL PAY HAJJ LEAVE	EFFECTIVE DATE : 03/07/2017
DOCUMENT NO. : IIUM/MSD/14	PAGE : 4/7

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>


 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 03
	REVISION NO : 00
FULL PAY HAJJ LEAVE	EFFECTIVE DATE : 03/07/2017
DOCUMENT NO. : IIUM/MSD/14	PAGE : 5/7

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.

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 03
	REVISION NO : 00
FULL PAY HAJJ LEAVE	EFFECTIVE DATE : 03/07/2017
DOCUMENT NO. : IUM/MSD/14	PAGE : 6/7

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

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 03
	REVISION NO : 00
FULL PAY HAJJ LEAVE	EFFECTIVE DATE : 03/07/2017
DOCUMENT NO. : IUM/MSD/14	PAGE : 7/7

7.0 FLOWCHART

FULL PAY HAJJ LEAVE

