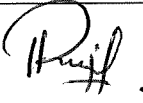
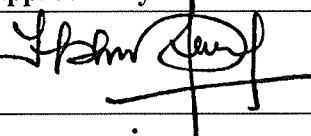

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## UNPAID LEAVE/ HALF-PAY LEAVE

<b>Prepared By :-</b>	<b>Approved By :-</b>
Signature : 	Signature : 
Name : Rohani binti Amat	Name : Dato' Abdul Rahim 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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## 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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#### **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><b>5.1 Stage 1 : Receive application for unpaid leave/half-pay leave</b></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><b>5.2 Stage 2 : Check eligibility</b></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"><li>i) Duration of leave;</li><li>ii) Reason(s) for leave; and</li><li>iii) Supporting documents, e.g letter of certification from a medical doctor.</li></ul> <p>5.2.2 Check staff detail to determine the following:-</p> <ul style="list-style-type: none"><li>i) Status of appointment</li><li>ii) Duration of service</li><li>iii) Entitlement of leave based on (ii)</li></ul>


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

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## 6.0 QUALITY RECORDS

<b>NO.</b>	<b>QUALITY RECORDS</b>	<b>RETENTION PERIOD</b>	<b>LOCATION</b>	<b>RESPONSIBILITY</b>
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**

**UNPAID LEAVE/HALF-PAY LEAVE**

