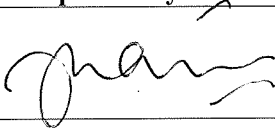
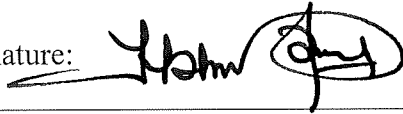
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PROCESSING AWOL SALARY DEDUCTION AND MONITORING ATTENDANCE FOR ALL STAFF

Prepared By:-	Approved By:-
Signature: 	Signature: 
Name: Juaini Zana Bt. Mohamed Ramly	Name: Dato' Abdul Rahim Ahmad
Position: Assistant Director Performance Management Unit Management Services Division	Position: Executive Director Management Services Division
Date: 17/8/2020	Date: 1/9/2020



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1.	OBJECTIVE To ensure the processing of AWOL and Monitoring of Attendance for all staff is conducted smoothly and systematically.																		
2.	SCOPE This procedure is implemented by the Performance Management Unit, Management Services Division of IIUM.																		
3.	ABBREVIATION/DEFINITION <table border="1"><tr><td>APAR</td><td>: Annual Performance Appraisal Report</td></tr><tr><td>HOD</td><td>: Head of Department</td></tr><tr><td>II</td><td>: Ihsan Indicators</td></tr><tr><td>MSD</td><td>: Management Services Division</td></tr><tr><td>PMU</td><td>: Performance Management Unit</td></tr><tr><td>K/C/D/I/O</td><td>: Kulliyyah/Centre/Division/Institute/Office</td></tr><tr><td>OLA</td><td>: Office of the Legal Adviser</td></tr><tr><td>AWOL</td><td>: Absent Without Official Leave</td></tr><tr><td>STAFF</td><td>: IIUM Administrative And Technical Staff/Academic Fellow/Research Fellow And Clinical Nursing Instructor, IIUM Academic Staff</td></tr></table>	APAR	: Annual Performance Appraisal Report	HOD	: Head of Department	II	: Ihsan Indicators	MSD	: Management Services Division	PMU	: Performance Management Unit	K/C/D/I/O	: Kulliyyah/Centre/Division/Institute/Office	OLA	: Office of the Legal Adviser	AWOL	: Absent Without Official Leave	STAFF	: IIUM Administrative And Technical Staff/Academic Fellow/Research Fellow And Clinical Nursing Instructor, IIUM Academic Staff
APAR	: Annual Performance Appraisal Report																		
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4.	REFERENCE 4.1 MSD Service Circular on Exit Policy																		


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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURES
PMU, K/C/D/I/O	<p>5.1 Identification of AWOL Salary Deduction</p> <p>5.1.1 PMU, MSD run a monthly report from HURIS Online on the AWOL status of the staff. MSD also received a recommendation for AWOL Salary Deduction from K/C/D/IOs through HURIS Online System or email.</p>
HOD, K/C/D/I/O	<p>5.2 Action to be Taken by Head of Department for AWOL Less Than 2 Consecutive Working Days</p> <p>5.2.1 If the staff is absent without prior leave or permission for less than 2 consecutive working days, the staff is to furnish relevant document to justify his absence to the head of department within 3 working days after he resumes duty failing which it will be considered as AWOL. Repeated AWOL cases (less than 2 consecutive working days) can be construed as insubordination and may be subjected to disciplinary action.</p> <p>5.2.2 The HOD is to inform MSD for salary deduction to be effected in the following month and the head of department is to issue administrative warning letter to the staff concerned.</p> <p>5.2.3 The Head of department shall consider the explanation submitted by the staff and decide based on the following:</p> <p>(i) If reason give is accepted, and there is balance of annual leave, the staff is considered as on ‘unplanned leave’ and annual leave entitlement will be deducted.</p> <p>(ii) If reason given is accepted and there is no balance of annual leave, the salary system will automatically deduct the salary in the following month.</p> <p>(iii) If reason given is not accepted, staff is considered as ‘Absent Without Leave’ or without permission and head of department shall issue administrative warning letter to the staff concerned.</p>


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RESPONSIBILITY	DETAILED PROCEDURES
HOD, K/C/D/I/O	<p>5.3 Action to be Taken by Head of Department for AWOL more than 2 Consecutive Working Days</p> <p>5.3.1 If the staff is absent without prior leave or permission for more than 2 consecutive working days, the staff is to furnish relevant document to justify his absence to the head of department within 3 working days after he resumes duty failing which it will be considered as AWOL and is subject to disciplinary action.</p> <p>5.3.2 The Head of department is to issue show cause letter to the staff concerned as soon as possible (not later than 7 working days) via registered mail/email to the staff last known address, with a copy to MSD and OLA.</p> <p>5.3.3 The staff is to respond to the show cause letter within 7 working days from the date of the letter.</p> <p>5.3.4 The head of department shall consider the explanation submitted by the staff and decide based on the following:</p> <ul style="list-style-type: none"> (i) If reason given is accepted, and there is balance of annual leave, the staff is considered as on 'unplanned leave' and annual leave entitlement will be deducted. (ii) If reason given is accepted and there is no balance of annual leave, the salary system will automatically deduct the salary in the following month. (iii) If reason given is not accepted, staff is considered as 'Absent Without Leave' or without permission. The head of department shall forward the case to OLA for disciplinary process.

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6. QUALITY RECORDS

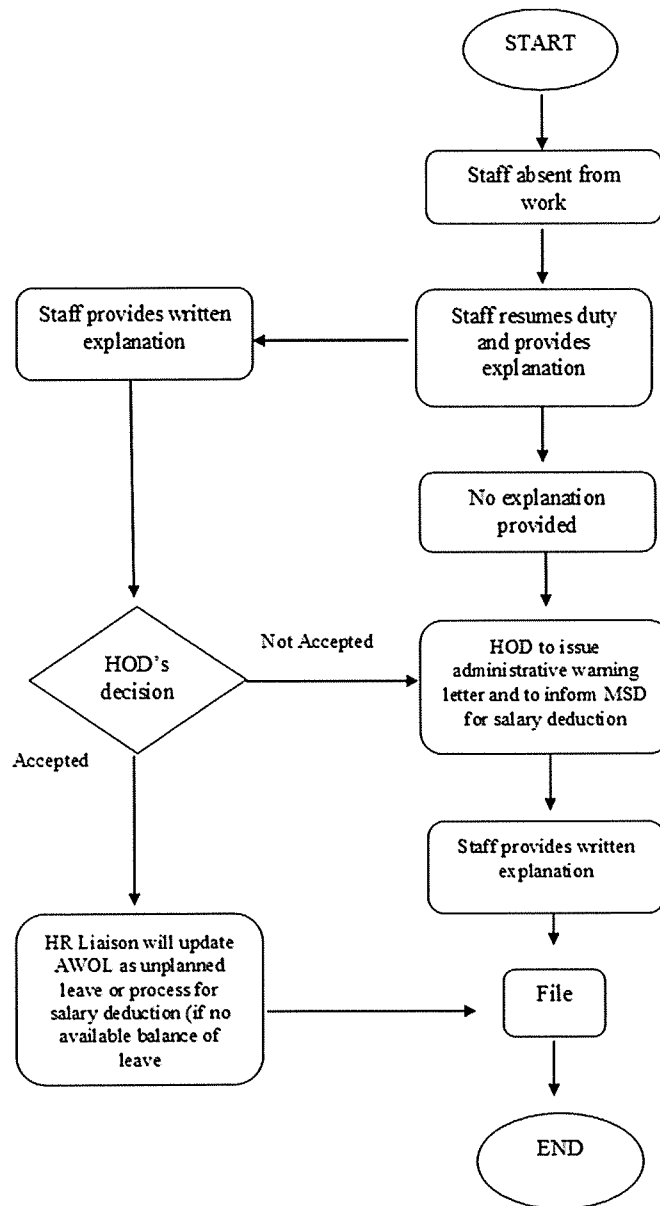
No.	Quality Record
1.	Staff AWOL Record
2.	Staff Attendance Record
3.	Staff Leave/AWOL Record
4.	Compulsory AWOL Salary Deduction Record
5.	Auto Announcement through Email on AWOL Deduction
6.	Monthly Statistic of AWOL
7.	Announcement on AWOL through Email

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PROCESSING FLOW

EXHIBIT A

Action to be taken by head of department for AWOL less than 2 consecutive working days




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EXHIBIT B

Action to be taken by head of department for AWOL more than 2 consecutive working days

