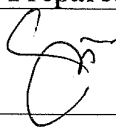
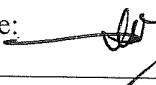
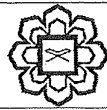
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PROCEDURE FOR SALARY DEDUCTION DUE TO ABSENCE WITHOUT LEAVE (AWOL)

Prepared By:-	Approved By:-
Signature: 	Signature: 
Name: Noor Syafiqah Binti Habdul Latif	Name: Fazidah Binti Bakhtiar
Position: Assistant Director HR Assessment and Data Record Management Unit Management Services Division	Position: Executive Director Management Services Division
Date: 18 th August 2023	Date: 18/8/2023



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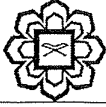
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1.	OBJECTIVE To ensure the processing of salary deduction due to the Absent Without Leave (AWOL) is conducted smoothly and systematically.																								
2.	SCOPE This procedure is implemented by the HR Assessment and Data Record Management Unit, Management Services Division of IIUM.																								
3.	ABBREVIATION/DEFINITION <table><tr><td>APAR</td><td>: Annual Performance Appraisal Report</td></tr><tr><td>II</td><td>: Ihsan Indicators</td></tr><tr><td>MSD</td><td>: Management Services Division</td></tr><tr><td>HRADRMU</td><td>: HR Assessment and Data Record Management Unit</td></tr><tr><td>KCDIOM</td><td>: Kulliyah/Centre/Division/Institute/Office/Mahallah</td></tr><tr><td>HOD</td><td>: Head of Department</td></tr><tr><td>OLA</td><td>: Office of the Legal Adviser</td></tr><tr><td>AWOL</td><td>: Absent Without Leave</td></tr><tr><td>SAA</td><td>: Senior Administrative Assistant</td></tr><tr><td>AA</td><td>: Administrative Assistant</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><tr><td>ASSESSOR/ FIRST ASSESSOR</td><td>: Immediate evaluating officer</td></tr></table>	APAR	: Annual Performance Appraisal Report	II	: Ihsan Indicators	MSD	: Management Services Division	HRADRMU	: HR Assessment and Data Record Management Unit	KCDIOM	: Kulliyah/Centre/Division/Institute/Office/Mahallah	HOD	: Head of Department	OLA	: Office of the Legal Adviser	AWOL	: Absent Without Leave	SAA	: Senior Administrative Assistant	AA	: Administrative Assistant	STAFF	: IIUM Administrative And Technical Staff/Academic Fellow/Research Fellow And Clinical Nursing Instructor, IIUM Academic Staff	ASSESSOR/ FIRST ASSESSOR	: Immediate evaluating officer
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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
<p>SAA/ AA, HRADRMU</p> <p>KCDIOM</p>	<p>5.1. Identification of AWOL Salary Deduction</p> <p>5.1.1. SAA/ AA, HRADRMU run a monthly report from HURIS Online system on the AWOL status of the staff. An email notification on AWOL will be sent to the involved staff and assessor for their further action.</p> <p>5.1.2. SAA/ AA, HRADRMU will process the salary deduction upon recommendation from the KCDIOM via HURIS Online system or email.</p>
<p>Staff</p> <p>HOD, KCDIOM</p>	<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 Head of Department (HOD) is to inform MSD for salary deduction to be affected 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 HOD 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>

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RESPONSIBILITY	DETAILED PROCEDURES
	<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>
<p>Staff</p> <p>HOD, KCDIOM</p>	<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 (HOD) 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> <p>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.</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>

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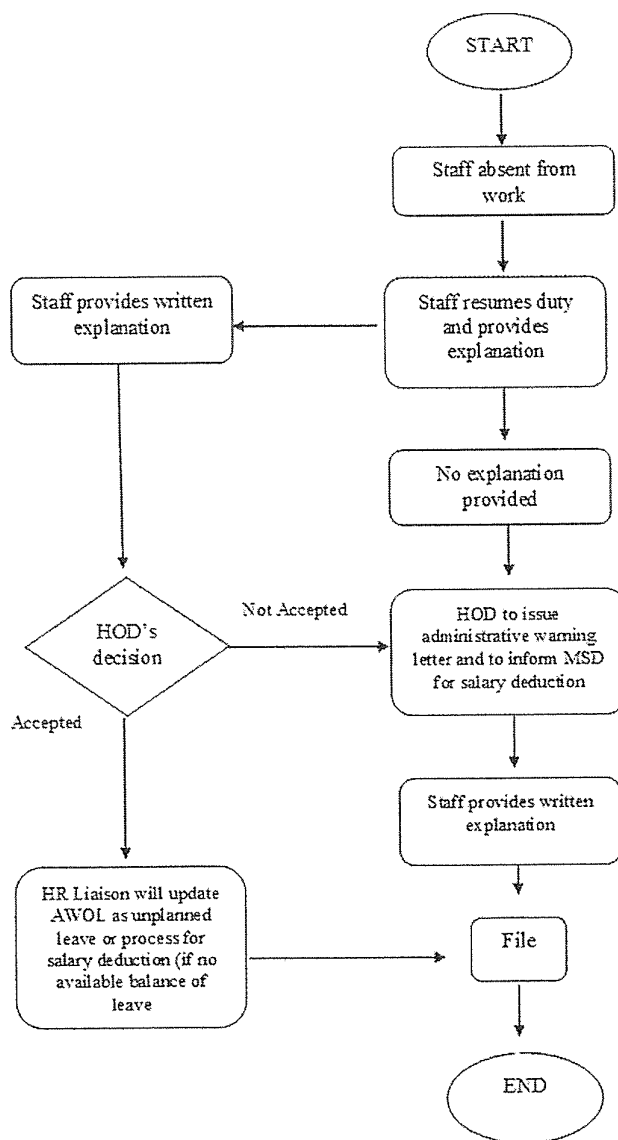
RESPONSIBILITY	DETAILED PROCEDURES
	<p>iii) If reason given is not accepted, staff is considered as 'Absent Without Leave' or without permission. The head of department shall forward the case to OLA for disciplinary process.</p>


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PROCESS FLOW

Appendix A

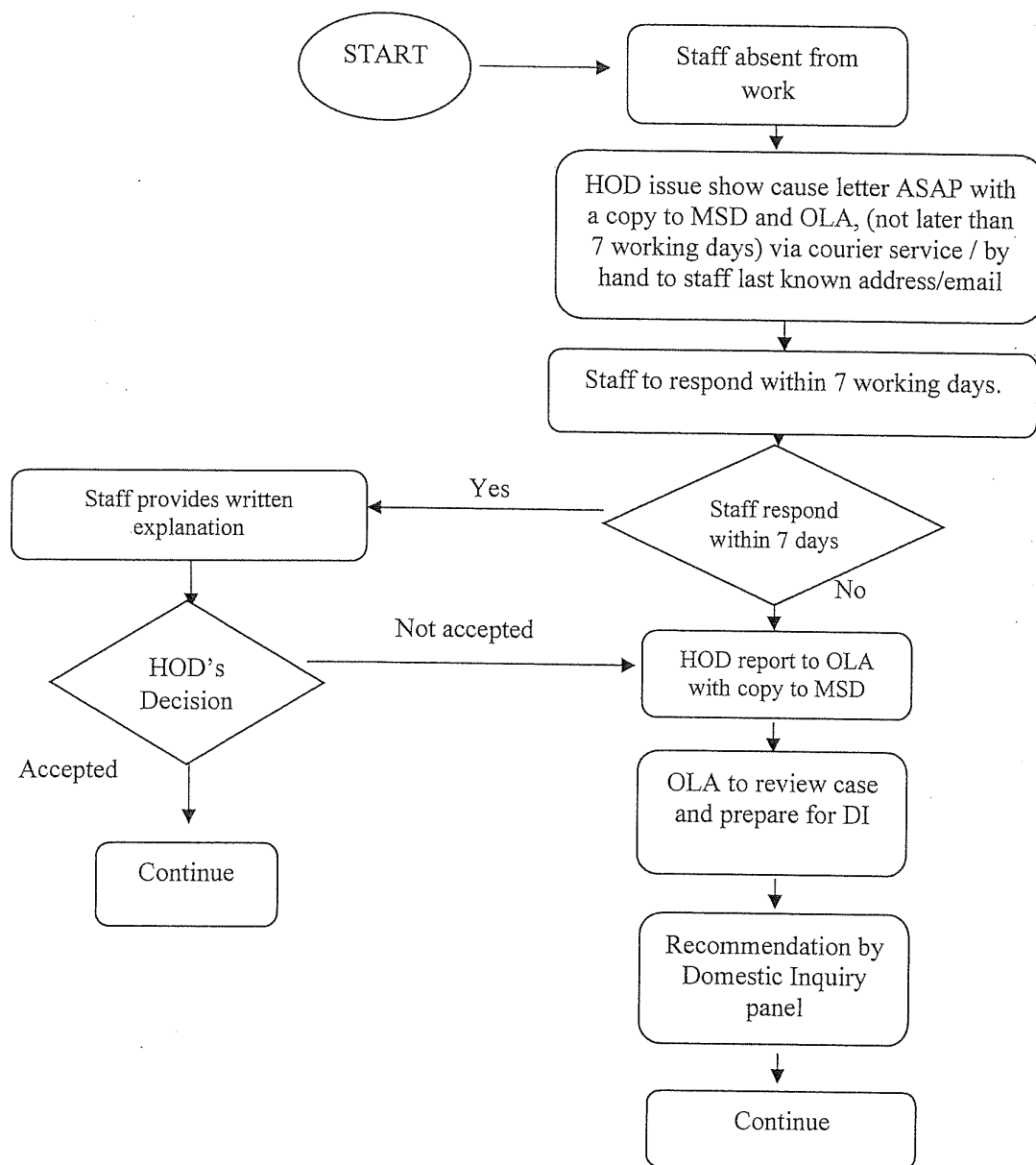
Action to be taken by head of department for AWOL less than 2 consecutive working days




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Appendix B

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



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