



INTERNATIONAL ISLAMIC  
UNIVERSITY MALAYSIA

VERSION NO : 02

REVISION NO : 01

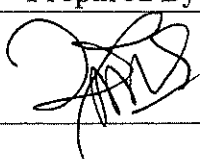

PROCESSING SABBATICAL LEAVE FOR  
ACADEMIC STAFF

EFFECTIVE DATE : 01/08/2023

DOCUMENT NO. : IIUM/MSD/08

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## PROCESSING SABBATICAL LEAVE FOR ACADEMIC STAFF

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Position : Assistant Director Academic Development Unit Management Services Division	Position : Executive Director Management Services Division
Date : 1/8/2023	Date : 1/8/2023



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## 1. OBJECTIVE


To ensure that the processing of sabbatical leave for Academic Staff is conducted smoothly and systematically.

## 2. SCOPE

This procedure is implemented by the Professional Development Unit (PDU), Management Services Division of IIUM.


## 3. ABBREVIATION/DEFINITION

Sabbatical Leave	- refers to permission granted to academic staff for purpose of study or research in a specified field or learning not leading to any certification or degree awarding which would benefit the nation and the university.
Allowance	- refers to allowances as provided under the Sabbatical Leave (1) Rules and Regulations and (11) Allowances and Facilities.
Research Report	- Report on Sabbatical Leave Output.
MoHE	- Ministry of Higher Education.
Treasury	- Ministry of Finance.
SSLC	- IIUM Scholarship and Study Leave Committee chaired by the Rector.
K/C	- Kulliyyah /Centre.
D, MSD	- Director, Management Services Division
DD, HRD	- Deputy Director, Human Resource Development
AD, PDU	- Assistant Director, Professional Development Unit
SAA	- Senior Administrative Assistant
AA	- Administrative Assistant

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#### **4. REFERENCE**


- 4.1 Sabbatical Leave (1) Rules and Regulations and (11) Allowances and Facilities.
- 4.2 Related Government Circular.

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## 5. RESPONSIBILITY AND DETAILED PROCEDURE

<b>RESPONSIBILITY</b>	<b>DETAILED PROCEDURES</b>
SAA	<p><b>5.1 Stage 1 : Notification on Submission of Application</b></p> <p>5.1.1 Notify Deans of K/C/D on deadline for submission of application for sabbatical leave yearly.</p>
AD, PDU	<p><b>5.2 Stage 2 : Receive Application</b></p> <p>5.2.1 Receive the duly completed application form for sabbatical leave from Kulliyyah/academic staff.</p>
AA/SAA AD, PDU	<p><b>5.3 Stage 3 : Check Application</b></p> <p>5.3.1 To check application received based on Rules and Regulations.</p>

<p>AD, PDU</p> <p>AA/SAA</p> <p>D, HRD</p> <p>SAA</p>	<p><b>5.4      Stage 4 : Preparation for SSLC Meeting</b></p> <p>5.4.1    Issue invitation letter to Committee members.</p> <p>5.4.2    Prepare draft meeting paper for SSLC Meeting.</p> <p>5.4.3    Check the draft meeting paper i.e. information accuracy, grammatical error, typing error, view of secretariat based on Rules and/or precedent cases, proposal to the SSLC and other relevant aspects.</p> <p>5.4.4    The papers will be made available for members to view in the E-Meeting Website one (1) day before the meeting.</p>
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<b>RESPONSIBILITY</b>	<b>DETAILED PROCEDURES</b>
D, HRD  AD, PDU	<b>5.5 Stage 5 : Present Paper to SSLC</b>  5.5.1 Present the papers in the SSLC meeting and take notes of meeting.  5.5.2 Assist in the presentation of papers in the SSLC meeting and take notes of meeting.
AA/SAA AD, PDU	<b>5.6 Stage 6 : Process SSLC decision</b>  5.6.1 Prepare decision letters of meeting based on the minutes of the SSLC Meeting and send to the academic staff accordingly.
AA / SAA  AA / SAA  D, HRD  AD, PDU	<b>5.7 Stage 7 : Prepare the necessary arrangement</b>  5.7.1 Prepare Offer Letter / Sabbatical Leave Agreement (4 copies) based on decision of the SSLC Meeting and send to the academic staff together with other relevant documents.  5.7.2 Receive four (4) copies of the duly completed and stamped Sabbatical Leave Agreements from the academic staff.  5.7.3 Sign the stamped Sabbatical Leave Agreements on behalf of the University.  5.7.4 Sign the stamped Sabbatical Leave Agreement as a witness of the University.



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AA  AA/SAA AD, PDU	5.7.5 Send one (1) copy of stamped Sabbatical Leave Agreement to the academic staff.  5.7.6 Issue advice on payroll changes i.e. stop non fixed allowance to the Finance representative at the K/C. (if applicable)
AA/SAA  AA/SAA AD, PDU	5.8 <b>Stage 8 : Report for Duty</b>  5.8.1 Receive report for duty form from the academic staff upon completion of sabbatical leave.  5.8.2 Submit research report undertaken during sabbatical leave within one month to the Chairman of SSLC for perusal prior to the SSLC meeting.  5.8.3 Endorsement of report in SSLC Meeting  5.8.4 Issue endorsement letter to staff and a copy to payroll for ASI
AA/SAA	5.9 <b>Stage 9 : Updating the HRMS</b>  5.9.1 Key in the details of report duty of the academic staff in the HURIS.
AA/SAA	5.10 <b>Stage 10 : File Documents</b>  5.10.1 File all relevant documents in respective files.



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## 6. QUALITY RECORDS

No.	QUALITY RECORD	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Minutes of the SSLC meetings	6 years	General File at MSD Filing Room	AA
2.	Application form for Sabbatical Leave	7 years after staff seized employment	Staff Personal File at MSD Filing Room	AA
3.	Copies of the relevant correspondences	7 years after staff seized employment	Staff Personal File at MSD Filing Room	AA
4.	Sabbatical Leave Agreements with IIUM	7 years after staff seized employment	Staff Personal File at MSD Filing Room	AA
5.	Offer Letter of Sabbatical Leave	7 years after staff seized employment	Staff Personal File at MSD Filing Room	AA
6.	Letters to invite members/HOD to attend the SSLC.	6 years	General File at MSD Filing Room	AA



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