



FULL-PAY HAJJ LEAVE

Prepared By: -	Approved By: -
	
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Position: Assistant Director Employee Benefits & HR Relations Unit Management Services Division	Position: Executive Director Management Services Division
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1.0 OBJECTIVE

To ensure that the process of full-pay Hajj leave is implemented efficiently in accordance with the policies, rules and regulations.

2.0 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/I/O/M and it is applicable to the contract and permanent staff members subject to their duration of service.

3.0 ACCOUNTABILITY

Employee Benefits & HR Relations Unit is accountable for processing of Full-pay Hajj Leave

4.0 ABBREVIATION (If any)

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:

AD : Assistant Director
AAO : Assistant Administrative Officer
AA : Administrative Assistant
MSD : Management Services Division

5.0 REFERENCE

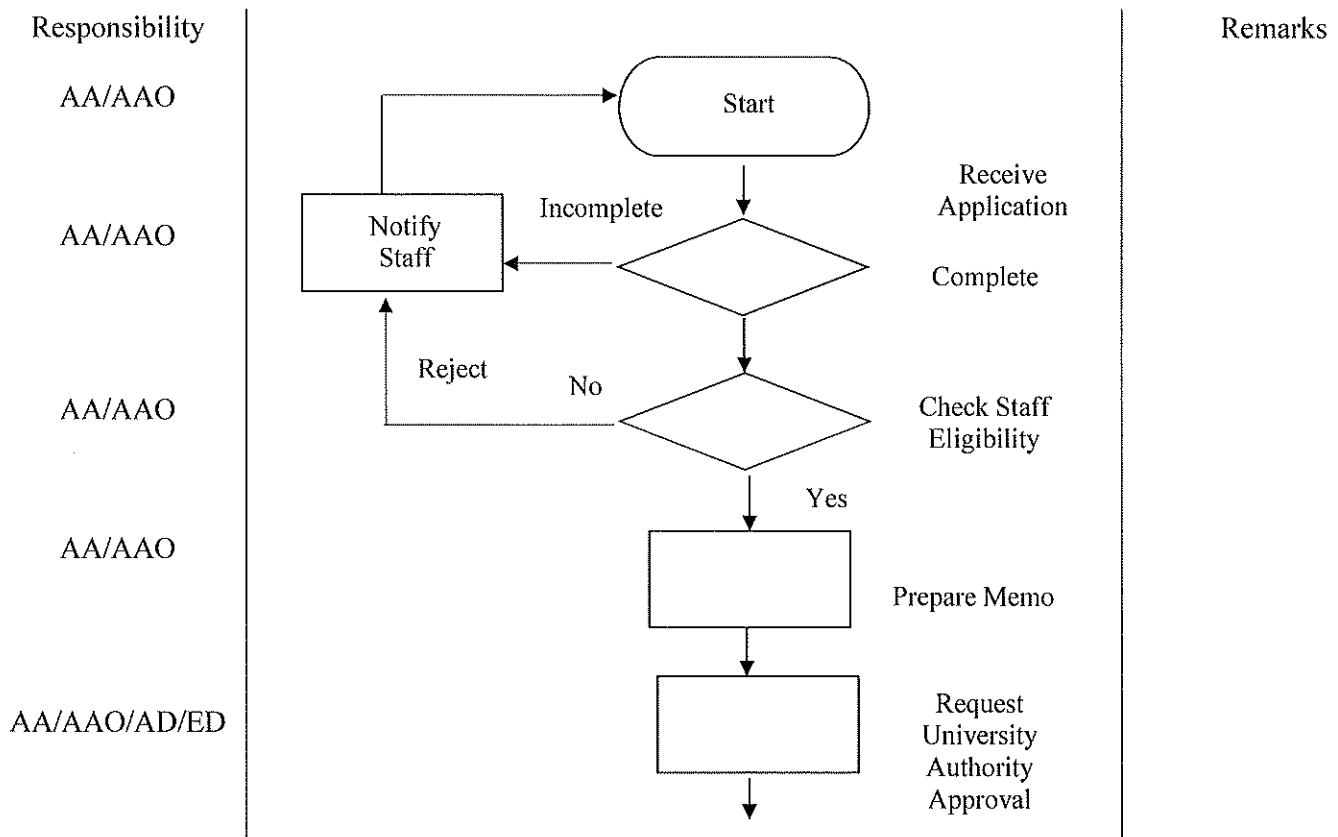
- a) IIUM Rules and Regulations
- b) Relevant Government Circulars
- c) IIUM Staff Handbook

6.0 RECORD RETENTION PERIOD

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	AAO/AA (Centre)
2.	Approved recommendation memo by university authority	7 years after staff ceased employment	Staff Personal File	AAO/AA
3.	Related letter to staff member pertaining Hajj leave	7 years after staff ceased employment	MSD Filing Cabinet	AAO/AA

7.0 PROCESS FLOW

Full-Pay Hajj Leave



Responsibility		Remarks
AA/AAO	<div> <div></div> <div>Issuance of Approval Letter</div> </div>	
AA/AAO	<div> <div></div> <div>Update HURIS</div> </div>	
AA/AAO	<div> <div></div> <div>File Documents</div> </div>	
	<div> <div>End</div> </div>	