
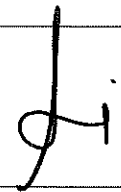


UNPAID LEAVE/ HALF-PAY LEAVE

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
Date: 1 August 2025	Date: 1 August 2025

1.0 OBJECTIVE

To ensure that the process of unpaid leave / half-pay 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 only applicable to the permanent staff members.

3.0 ACCOUNTABILITY

The following office is accountable for processing unpaid leave / half pay leave

- a) Employee Benefits & HR Relations Unit
- b) Payroll & Financial Services Unit

4.0 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:

ED	: Executive Director
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 for 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

7.0 PROCESS FLOW

