



# STAFF EXIT

Prepared By: -	Approved By: -
	
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## 1.0 OBJECTIVE

To ensure that the process of staff exit 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.

## 3.0 ACCOUNTABILITY

The following unit is accountable for processing of staff exit:

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

## 4.0 ABBREVIATION (If any)

### Definitions:

**Resignation** from the service is a situation where permanent staff notifies to the University to tender resignation and approved by the University authority to leave the University.

**Shortening of Contract** is a situation where a contract staff notifies to the University to tender resignation and approved by the University authority to leave the University before completing the contract period.

**Termination from Services** is situation when the University terminates a staff from the service.

**Optional Retirement** is a situation where a permanent staff applies for early retirement and approved by the authority to leave the University upon fulfilling the requirements.

### Abbreviations:

ED	: Executive Director
HOD	: Head of Department
AD	: Assistant Director
AAO	: Assistant Administrative Officer
AA	: Administrative Assistant
MSD	: Management Services Division
K/C/D/I/O/M	: Kulliyyah/Centre/Division/Institute/Office/Mahallah

PDU : Professional Development Unit  
 OLA : Office of Legal Advisor  
 SSC : Staff Service Committee  
 ILMOS : Integrated Legal Monitoring System

## 5.0 REFERENCE

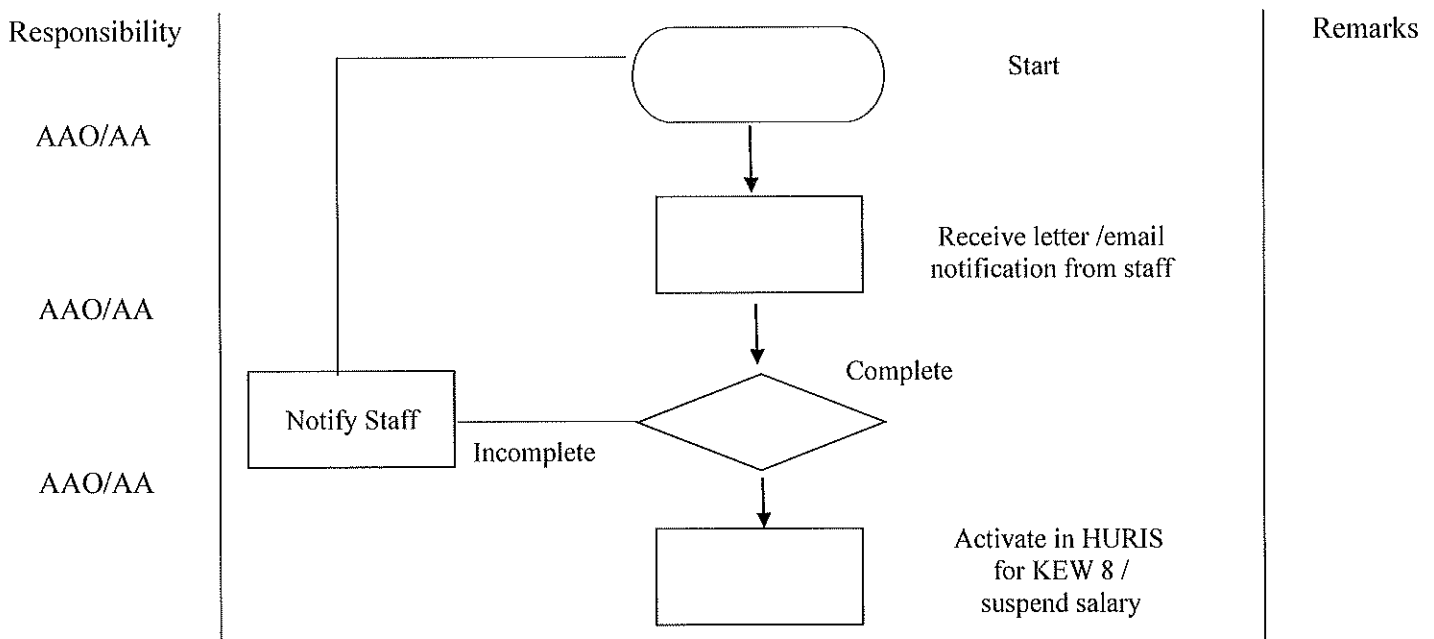
- IIUM Rules and Regulations
- Relevant Government Circulars
- IIUM Staff Handbook

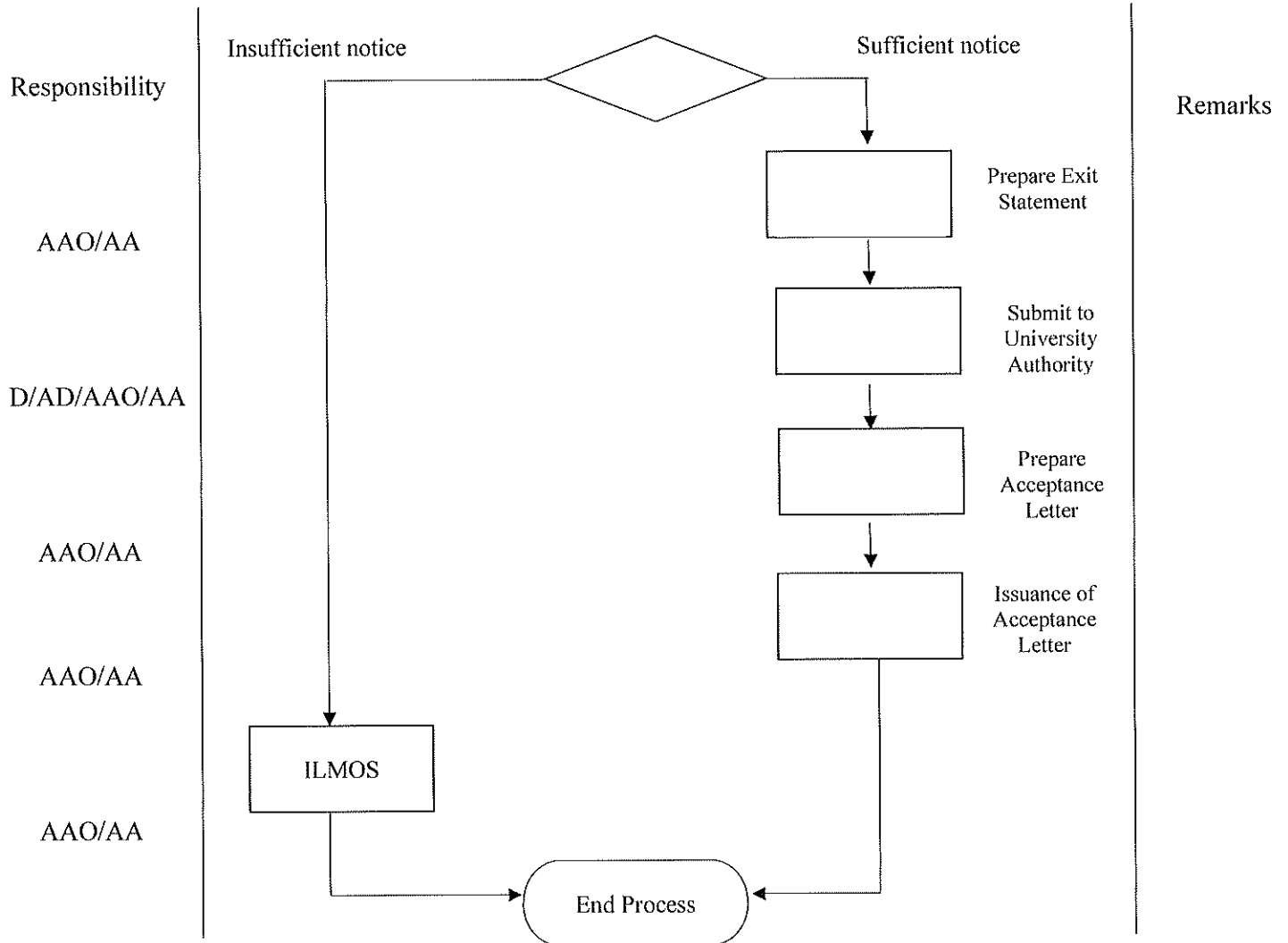
## 6.0 RECORD RETENTION PERIOD

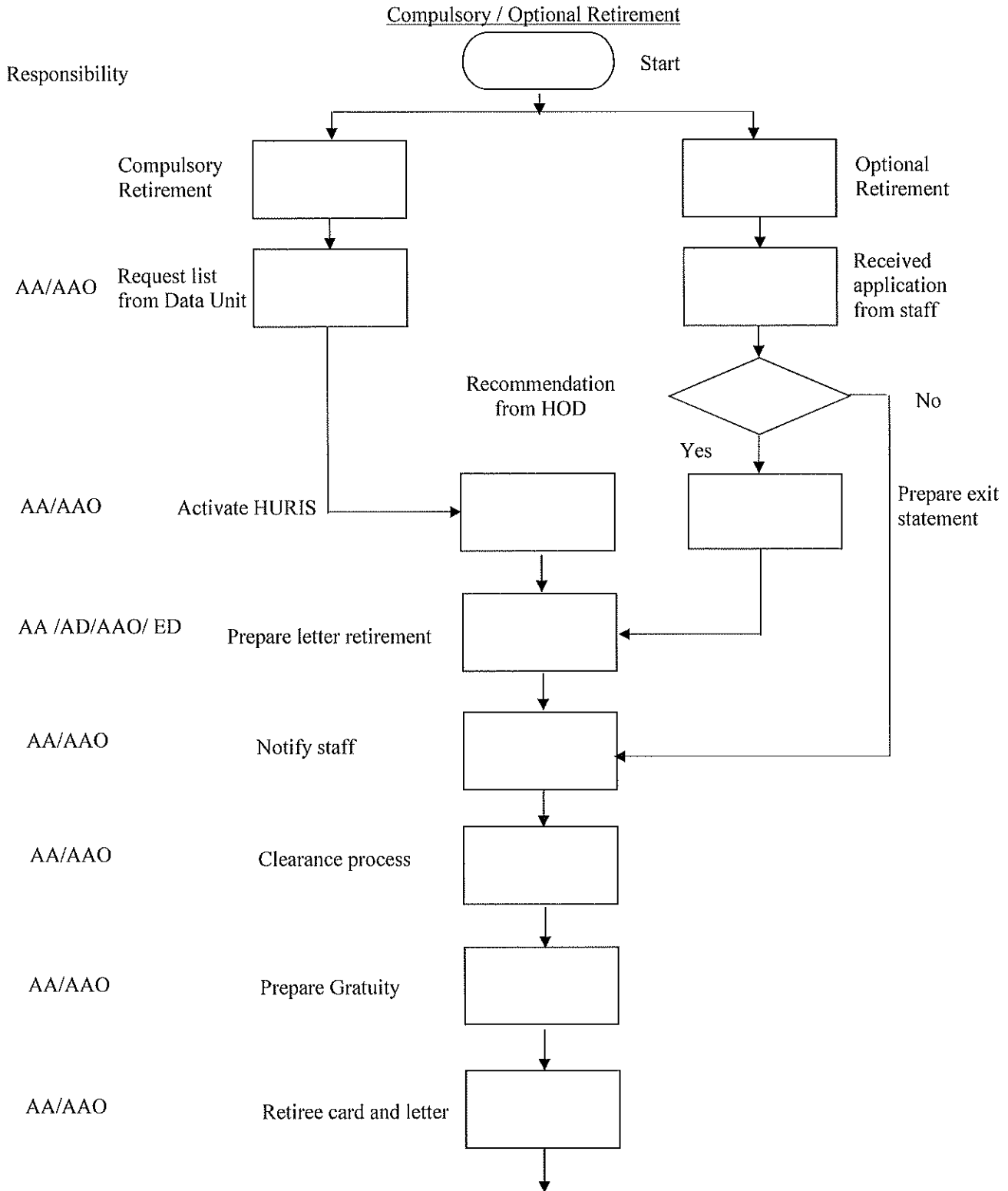
NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Notice/application /letter of exit	7 years after staff ceased employment	Staff personal file MSD filing cabinet	AAO/AA
2.	Approval from relevant authority	7 years after staff ceased employment	Staff Personal File	AAO/AA
3.	Acceptance letter to staff members	7 years after staff ceased employment	MSD filing cabinet	AAO/AA

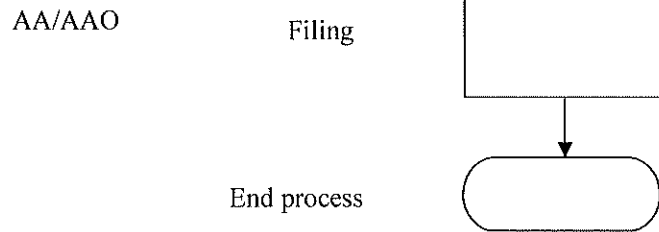
## 7.0 PROCESS FLOW

### Resignation / Shortening of Contract









### Termination / Dismissal

