To All Staff
International Islamic University Malaysia

Dear YBhg. Dato'/Prof/Dr/Sir/Madam

Assalamualaikum wa rahmatullahi wa barakatuh

WORKING HOURS DURING THE FASTING MONTH OF RAMADHAN

In the upcoming glorious month of *Ramadhan Al-Mubarak*, we would like to take this opportunity to extend our best wishes for a blessed Ramadhan. To honour the month of Ramadhan, we would like to inform you that the working hours of the University will be as follows:

**Monday - Friday**

1. Time In : 7.30 a.m  
   Time Out: 3.30 p.m
2. Time In : 8.00 a.m  
   Time Out: 4.00 p.m
3. Time In : 8.30 a.m  
   Time Out: 4.30 p.m
4. Time In : 9.00 a.m  
   Time Out: 5.00 p.m

Kindly take note that during the working hours mentioned above, there shall be no break. However, the flexible working hours are at the discretion of the respective Head of Department of K/C/D/I/O.

Finally, may *Allah* (s.w.t) shower the month of Ramadhan with *blessing and rahmah*.

Thank you. *Wassalam.*

__DATO' ABDUL RAHIM AHMAD__
Executive Director
Management Services Division
International Islamic University Malaysia

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**Garden of Knowledge and Virtue**

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