



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونَيْتِي سِيْتِي إِسْلَامِي، إِنْتَارَا إِخْسِيَا مِلْدِسِيَا

APPLICATION TO CHANGE STAGGERED WORKING HOURS FOR
ADMINISTRATIVE & TECHNICAL STAFF

I hereby agree to change my current working hours to the following:-

Normal

WH1 (7.30 am – 4.30 pm) WH2 (8.00 am – 5.00 pm) WH3 (8.30 am – 5.30 pm) WH4 (9.00 am – 6.00 pm)

***Pregnant Women/Spouse**

WH5 (7.30 am – 3.30 pm) WH6 (8.00 am – 4.00 pm) WH7 (8.30 am – 4.30 pm) WH8 (9.00 am – 5.00 pm)

Starting from the 1st of(month)(year)

Signature
Name
Staff No.
Post
Grade
Dept/Unit
KCDI
Date

***Note : Five (5) months and above or twenty two (22) weeks of pregnancy.**

- Please refer to Service Circular No. 3/2018 for further reference.

.....(Decision by Dean/Director).....

I approve the option selected by the above staff:

..... Name:

Designation: Date:

Note: This form is to be submitted one week before the effective date and each KCDIOs needs to file a copy of this form for future reference and evidence.