



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

APPLICATION TO CHANGESTAGGERED WORKING HOURS FOR  
ADMINISTRATIVE & TECHNICALSTAFF

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 1<sup>st</sup> 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.