

INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

APPLICATION FOR SUBSTITUTIONAL LEAVE

Date:.....

Name:			Staff No.	
Post				
Section				
Date	Task Performed	Duration		Total
		From	Until	Hours
Applicant Signature			Team Leader's Signature/Stamp:	
			Deputy Director's Signature/Stamp:	

.....
 Total Days Approved

.....
 Director, ITD

.....
 Approval Date

1. All substitutional leaves must be utilizing within 6 (six) months form the date of approval or before the year ends, whichever is earlier, since the leaves cannot be brought forward to the next year.
2. The application for substitutional leave must be submitted within a period of three (3) months from the date the tasks were performed.
3. The application must be attached with supporting document i.e. letter of instruction for each of the task performed.