



INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
INFORMATION TECHNOLOGY DIVISION
MEDICAL CERTIFICATE

ADMINISTRATION & FINANCE USE ONLY

Total of sick leave as of _____ is/are _____ day(s).

Signature :
(Officer-in-charge of leave record)

Date:.....

APPROVAL FROM THE TEAM LEADER

The above sick leave has been notified to the Team Leader by the staff earlier
The sick leave of the staff is
The daily operation is manageable

Yes	<input type="checkbox"/>
Approved	<input type="checkbox"/>
Yes	<input type="checkbox"/>

No	<input type="checkbox"/>
Not approved	<input type="checkbox"/>
No	<input type="checkbox"/>

If no, state reason:

Signature :

Date:.....

Official Stamp :

VERIFICATION BY THE SAD, ADMINISTRATION & FINANCE

Signature :

Date:.....