



**APPLICATION TO CHANGE STAGGERED WORKING HOURS
FOR INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA (IIUM) STAFF**

I hereby agree to change my current working hours to the following:-
(Please tick (✓) the selected working hours)

Normal Working Hour

- | | |
|--|--|
| <input type="checkbox"/> WH1 (7.30 am – 4.30 pm) | <input type="checkbox"/> WH2 (8.00 am – 5.00 pm) |
| <input type="checkbox"/> WH3 (8.30 am – 5.30 pm) | <input type="checkbox"/> WH4 (9.00 am – 6.00 pm) |

***Pregnant Women/Spouse Working Hour**

- | | |
|---|---|
| <input type="checkbox"/> NP13 (7.30 am – 3.30 pm) | <input type="checkbox"/> NP10 (8.00 am – 4.00 pm) |
| <input type="checkbox"/> NP11 (8.30 am – 4.30 pm) | <input type="checkbox"/> NP12 (9.00 am – 5.00 pm) |

**Note: Five (5) months and above or twenty two (22) weeks of pregnancy.
- Please refer to MSD Service Circular No. 3/2018 for further reference.*

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

Signature

Name

Post

Grade

Dept/Unit

KCDI

Date

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

I approve the option selected by the above staff:

.....
Name and designation:

Date:

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