



IIUM/202/4/1

1st February 2018

All Deans / Directors
Kulliyahs / Divisions / Centres / Institutes / Offices
International Islamic University Malaysia

Dear YBhg. Dato'/Prof./Dr.,

Assalamualaikum wa rahmatullah wa barakatuh

**SERVICE CIRCULAR NO. 1/2018
MANAGEMENT SERVICES DIVISION**

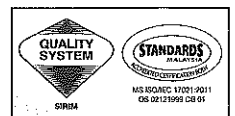
**ADOPTION OF GOVERNMENT SERVICE CIRCULAR NO. 3 YEAR 2017
ON THE UMRAH LEAVE FACILITIES**

1. OBJECTIVE

The objective of this circular is to inform all Deans / Directors of Kulliyah / Centre / Division / Institute / Office pertaining to the adoption of the Government Service Circular No. 3 Year 2017 on the Umrah Leave Facilities.

2. BACKGROUND

- 2.1 The Government has issued its Service Circular No. 3 Year 2017 on the Umrah Leave Facilities.
- 2.2 The implementation of Umrah Leave Facilities are as follows:-
 - i) The Umrah Leave Facilities is unrecorded leave, allocated to Muslim government officers appointed on permanent basis, for the purpose of performing umrah at Mecca and visit to Madinah.



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CERT. NO.: AR 3074

Garden of Knowledge and Virtue

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- ii) The Umrah Leave Facilities is subject to maximum of seven (7) working days (excluding rest day and Public Holidays), counted from the date of departure. In the event the departure date falls on rest day or public holiday, therefore, the calculation of seven days starts from the next working day. Should the utilisation of Umrah Leave Facilities is less than seven days, the balance of the unrecorded leave is considered lapsed.
- iii) Any additional days needed for whatever reason, the officers may apply for annual leave or unpaid leave on personal reason based on his/her entitlement.
- iv) The Umrah Leave Facilities is given once (one-off) during the service period.
- v) Application for Umrah Leave Facilities must be attached with the relevant supporting documents and to be recorded in the Service Statement of the staff.

3. **DECISION**

- 3.1 The Staff Service Committee (SSC) Meeting No. 1/2018 held on 4th January 2018 has agreed to adopt the Government Service Circular No. 3 Year 2017 and its implementation in IIUM as stated in para 2.2 above.
- 3.2 The effective date of implementation is **1st January 2018** as stated in the above said circular.
- 3.3 The SSC has also agreed for the Umrah Leave Facilities be extended to the following categories:-
 - i) Malaysian contract staff who has continuously served for at least five (5) years (once in service only); and
 - ii) International contract staff upon completion of ten (10) years service (once in service only).

All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyah/Centre/Division/Institute/Office.

Thank you. *Wassalam.*


DATO' ABDUL RAHIM AHMAD
Executive Director
Management Services Division

- c.c. : Rector
- : Deputy Rector (Academic and Industrial Linkages)
- : Deputy Rector (Research and Innovation)
- : Deputy Rector (Student Affairs and Alumni)
- : Deputy Rector (Internationalization and Global Network)
- : Executive Director, Finance Division
- : Executive Director, Development and Planning Division
- : Campus Director, IIUM Kuantan Campus
- : Legal Adviser

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