



IIUM/202/4/1

7th December 2015

All Deans / Directors  
Kulliyahs / Divisions / Centre / Institute  
International Islamic University Malaysia

Dear YBhg. Dato'/Prof./Dr.

*Assalamualaikum wa rahmatullah wa barakatuh*

**SERVICE CIRCULAR NO. 12/2015  
MANAGEMENT SERVICES DIVISION**

**ADOPTION OF GOVERNMENT SERVICE CIRCULAR NO. 4 YEAR 2015  
ON UNRECORDED LEAVE FACILITY FOR FUNERAL AFFAIRS  
OF IMMEDIATE FAMILY MEMBERS**

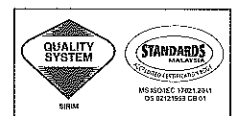
**1. OBJECTIVE**

The objective of this circular is to inform all Deans / Directors of Kulliyah/Centre/Division/Institute pertaining to the adoption of Government Service Circular No. 4 Year 2015 on Unrecorded Leave Facility for Funeral Affairs of Immediate Family Members.

**2. BACKGROUND**

- 2.1 Through the Government Service Circular No. 10 Year 2002, the Government had decided to provide three (3) days unrecorded leave for funeral affairs of immediate family members which involves husband/wife, children and biological parents of the staff.
- 2.2 In line with the Government's effort in improving the welfare of government servants, it has been decided that the unrecorded leave for funeral affairs of immediate family members be extended to parents in-laws, foster children and foster parents.

*Garden of Knowledge and Virtue*



CERTIFIED TO ISO 9001:2008  
CERT. NO. : AR 4007

3. **DECISION**

- 3.1 The Board of Governors Meeting No. 42 held on 20th October 2015 has approved the adoption of the Government Service Circular No. 4 Year 2015. Details of implementation are as follows:-
- a) Three (3) consecutive days unrecorded leave for the purpose of funeral affairs of immediate family members;
  - b) The facility of unrecorded leave provided for parents in-laws is limited to one mother in-law and father in-law only during the staff's service;
  - c) The unrecorded leave is to be calculated from the date of death or the next day should the family members passed away after office hours; including rest day and public holiday.
- 3.2 Relevant supporting documents is required to be submitted for application of the above unrecorded leave and approval of immediate supervisor.
- 3.3 The effective date of implementation is **1st July 2015** as stipulated in the said circular.

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

Thank you. *Wassalam.*

  
**DATO' ABDUL RAHIM BIN AHMAD**  
Executive Director  
Management Services Division

- c.c. : Rector  
: Deputy Rector (Academic and Planning)  
: Deputy Rector (Research and Innovation)  
: Deputy Rector (Student Affairs)  
: Deputy Rector (Internationalization & Industry and Community Relations)  
: Executive Director, Finance Division  
: Executive Director, Development and Planning Division  
: Campus Director, IIUM Kuantan Campus  
: Legal Adviser