



IIUM/202/4/1/1

5th May 2015

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

Dear YBhg. Dato'/Prof./Dr.

Assalamualaikum wa rahmatullahi wa barakatuh

**SERVICE CIRCULAR NO. 1/2015
MANAGEMENT SERVICES DIVISION**

**RULES AND REGULATIONS ON ABSENCE WITHOUT LEAVE,
POOR PERFORMANCE AND MEDICAL INCAPACITY**

1. OBJECTIVE

The objective of this circular is to inform the Deans/Directors of KCDI the decision of the University pertaining to rules and regulations on absence without leave, poor performance and medical incapacity.

2. BACKGROUND

2.1 A proposal for the establishment of rules and regulations on absence without leave, poor performance and medical incapacity was tabled in the Staff Service Committee Meeting No. 1/2014 held on 11th February, 2014 and the decision was then endorsed in the Majlis Meeting No 103 and 105 held on 20th May 2014 and 18th November, 2014 respectively.



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Garden of Knowledge and Virtue

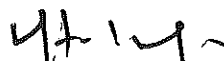
- 2.2 Currently, IIUM Staff Disciplinary Rules 2012 is the main reference for disciplinary cases and the establishment of rules and regulations on absence without leave, poor performance and medical incapacity is to achieve the following objectives:-
- 2.2.1 To support the government's effort in transforming the public service to be more dynamic, responsive and result oriented.
 - 2.2.2 To ensure service delivery excellence in administration of IIUM.
 - 2.2.3 To enable appropriate actions are taken against non performers and retention of competent, dedicated and high performance officers.
 - 2.2.4 To serve as a guide in managing and monitoring:-
 - i) Poor performance
 - ii) Absence Without Leave (AWOL) Or Without Permission
 - iii) Medical Incapacity

3. **DECISION**

- 3.1 The Majlis decided to endorse the establishment of rules and regulations on absence without leave, poor performance and medical incapacity.
- 3.2 The rules and regulations are as provided in *Appendix A, B and C*.
- 3.3 The effective date and implementation of the rules and regulations is the date of issuance of this circular.

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

Thank you. *Wassalam*.


DATO' HJ. WAN MOHD. HILMI BIN WAN KAMAL
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