

ABSENCE WITHOUT LEAVE (AWOL)

1.0 OBJECTIVE

1.1 The objectives of this policy are as follows:-

- a) To support the government's effort in transforming the public service to be more dynamic, responsive and result oriented
- b) To ensure service delivery excellence in administration of IIUM
- c) To enable appropriate actions are taken against non performers and retention of competent, dedicated and high performance officers
- d) To serve as a guide in managing and monitoring:-
 - i) Poor performance
 - ii) Absence Without Leave (AWOL) Or Without Permission
 - iii) Medical Incapacity

2.0 ABSENCE WITHOUT LEAVE (AWOL) OR WITHOUT PERMISSION

- a. Absence without prior leave or permission shall be a disciplinary offence
- b. "absence" includes failure to be present for any length of time whatsoever, at a time and at the place where the staff member is required to be present for the performance of his duties and functions as a staff member in the normal course of such performance.
- c. where the circumstances of the absence are such that they do not permit prior leave or permission being obtained and there is reasonable cause or excuse for the absence, the leave or permission may be given subsequent to the absence, provided that the staff member has taken all reasonable steps to notify the head of department of his absence as soon as practicable
- d. It is the responsibility of staff member to furnish relevant document to justify his absence to the head of department (hereinafter referred to Dean or Director) within 3 working days after he resumes duty, failing which it will be considered as AWOL

2.1 Action to be taken by head of department for AWOL less than 2 consecutive working days

- 2.1.1 If the staff is absent without prior leave or permission for **less than 2 consecutive working days**, the staff is to furnish relevant document to justify his absence to the head of department within 3 working days after he resumes duty failing which it will be considered as AWOL. Repeated AWOL cases (less than 2 consecutive working days) can be construed as insubordination and may be subject to disciplinary action.
- 2.1.2 The HOD is to inform MSD for salary deduction to be effected in the following month and the head of department is to issue administrative warning letter to the staff concerned.
- 2.1.3 The head of department shall consider the explanation submitted by the staff and decide based on the following:
- i) If reason given is accepted, and there is balance of annual leave, the staff is considered as on 'unplanned leave' and annual leave entitlement will be deducted.
 - ii) If reason given is accepted and there is no balance of annual leave, the salary system will automatically deduct the salary in the following month.
 - iii) If reason given is not accepted, staff is considered as 'Absent without Leave' or without permission and head of department shall issue administrative warning letter to the staff concerned.

2.2 Action to be taken by head of department for AWOL more than 2 consecutive working days

- 2.2.1 If the staff is absent without prior leave or permission for **more than 2 consecutive working days**, the staff is to furnish relevant document to justify his absence to the head of department within 3 working days after he resumes duty failing which it will be considered as AWOL and is subject to disciplinary action.
- 2.2.2 The head of department is to issue show cause letter to the staff concerned as soon as possible (not later than 7 working days) via registered mail/email to the staff last known address, with a copy to MSD and OLA.

- 2.2.3 The staff is to respond to the show cause letter within 7 working days from the date of the letter.
- 2.2.4 The head of department shall consider the explanation submitted by the staff and decide based on the following:
- i) If reason given is accepted, and there is balance of annual leave, the staff is considered as on 'unplanned leave' and annual leave entitlement will be deducted.
 - ii) If reason given is accepted and there is no balance of annual leave, the salary system will automatically deduct the salary in the following month.
 - iii) If reason given is not accepted, staff is considered as 'Absent without Leave' or without permission. The head of department shall forward the case to OLA for disciplinary process.

EXHIBIT A

Action to be taken by head of department for AWOL less than 2 consecutive working days

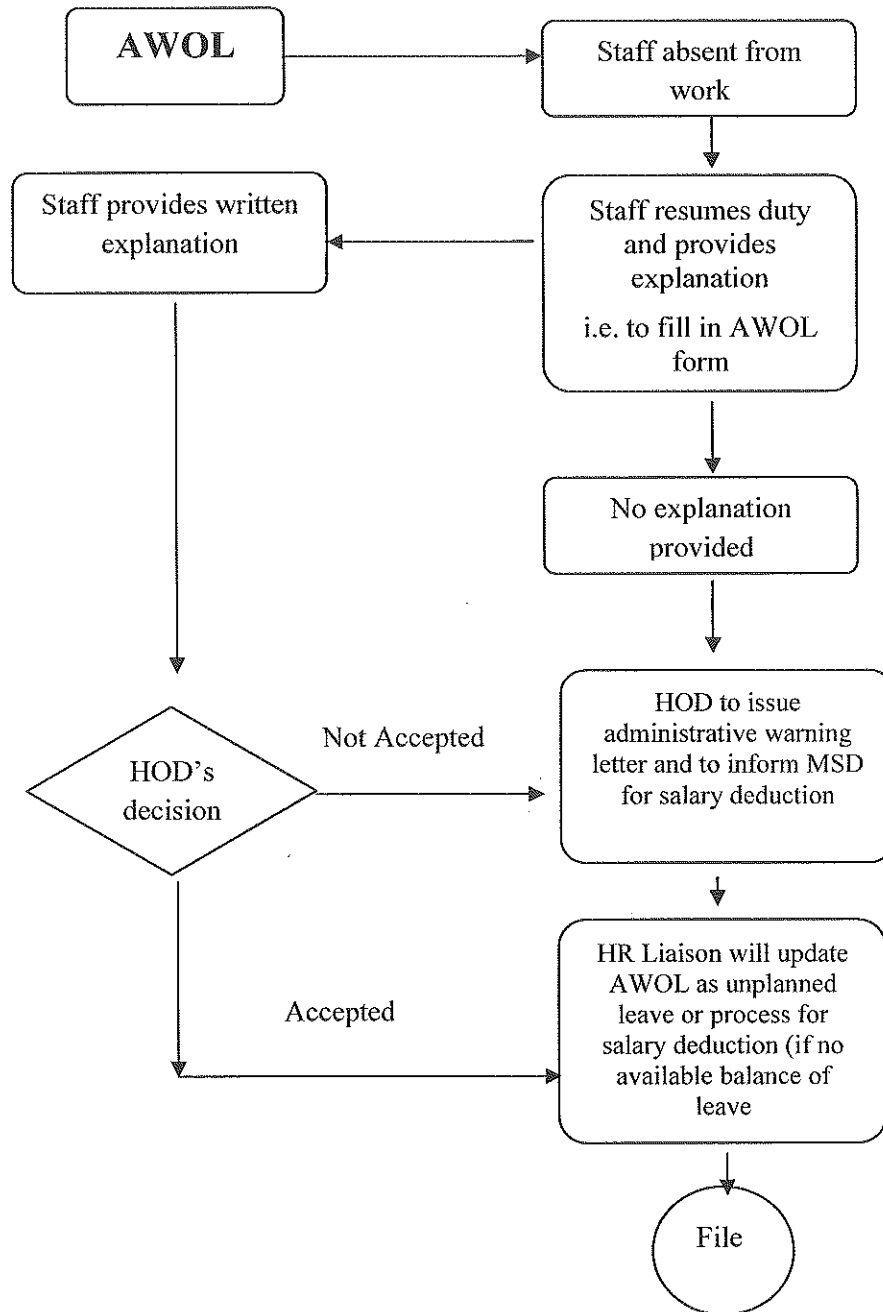
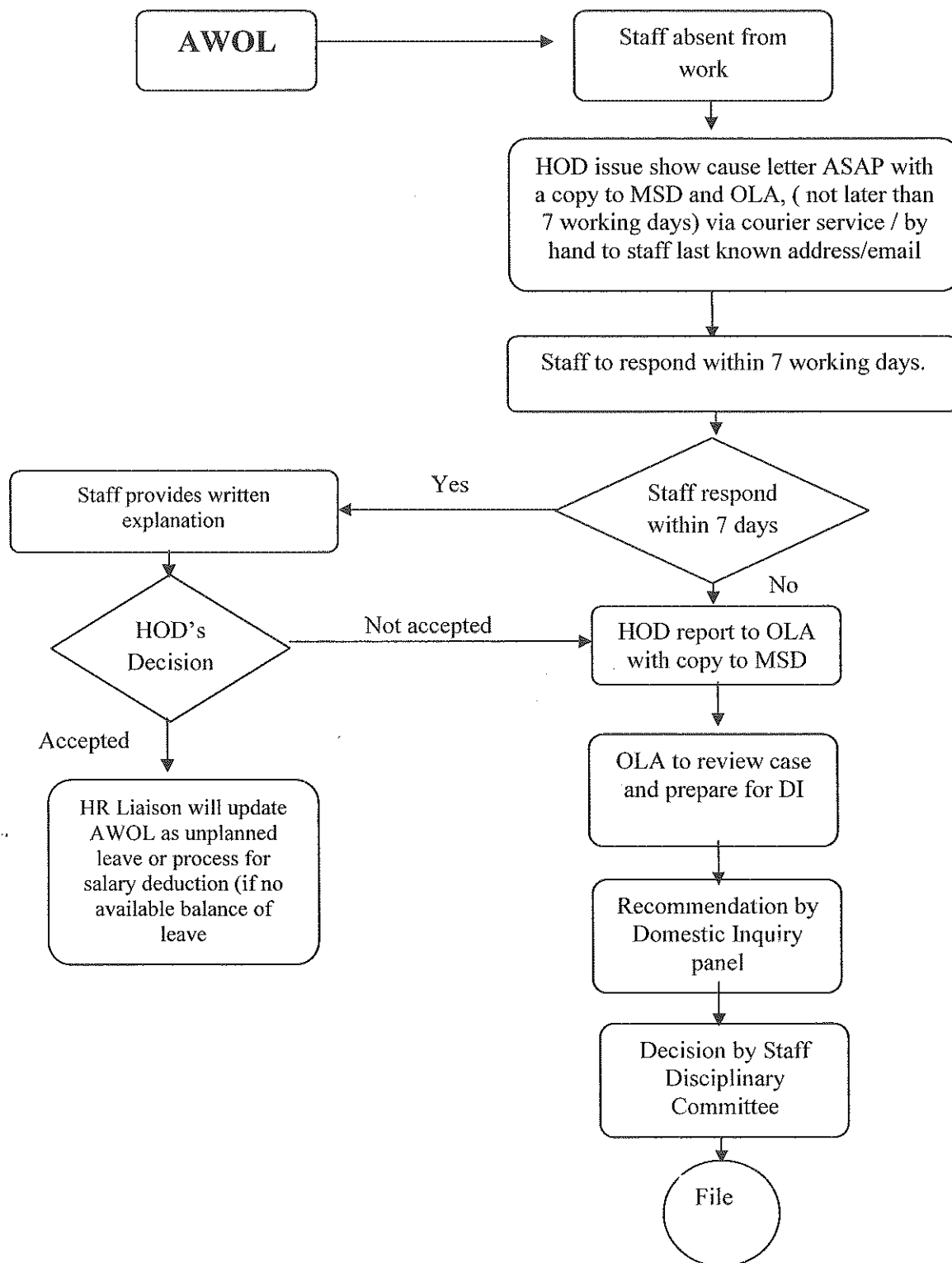


EXHIBIT B

Action to be taken by head of department for AWOL more than 2 consecutive working days



3.0 END OF SERVICE BENEFITS

- 3.1 Staff members who are terminated due to AWOL, poor performance after PIP are not entitled for end of service benefits. (RBF, Golden Handshake and gratuity).
- 3.2 Staff members who are medically boarded out falls under two categories:
- a) Staff member who have not reached the earliest retirement age.

*Retirement Benefit Fund: 30 x last drawn basic salary (at least to fulfill one (1) year in service)-
(source: Retirement Benefit Plan)*
 - b) Staff member who have reached the earliest retirement age
 - i) Golden Handshake
 - ii) Retirement Benefit Fund. Eligible for staff who retire the age of at least 50 years old and have served IIUM for a minimum of 10 years of service.
 - iii) Gratuity
Permanent staff who due to medical reason, compel to retire at the age of 50 years old onwards is entitled for this benefit.
 - iv) Post retirement medical benefit
Staff will be eligible for post retirement medical benefit when the staff is approved for early retirement due to medical reason by the IIUM Medical Sub Committee at the age of at least 50 years old and have served IIUM for a minimum of 10 years of service.
- 3.3 In the event where the staff member terminated from service before any monies due to the University is fully repaid, the staff member shall be required to settle the outstanding sum immediately or the University shall have the right to set off the outstanding balance.

4.0 EXEMPTION FROM POLICY

- 4.1 Any exemption from the above provisions has to be considered and approved by Staff Service Committee and subsequently endorsed by the Majlis of the University.
- 4.2 The policy does not include existing exit related policies such as breach of contract, shortening of contract, end of contract, resignation, optional retirement, compulsory retirement, termination due to disciplinary offence.
- 4.3 This policy is to be read together with IIUM Staff Disciplinary Rules 2012, IIUM Staff Handbook and other relevant policies of the University currently in force.

5.0 DUTY TO EXERCISE DISCIPLINARY CONTROL AND SUPERVISION

- 5.1 It is a duty of **every staff member** to exercise disciplinary control and supervision over his subordinates and to take appropriate action for any breach of the provisions of these Rules.
- 5.2 Any staff member who fails to exercise disciplinary control and supervision over his subordinates or to take action against his subordinate who **breaches any provisions** shall be deemed to have been negligent in the performance of his duties and to be irresponsible, and he shall be liable to disciplinary action.

6.0 APPLICATION

This policy applies to all staff employed under a contract of service with the University.

7.0 DISCLAIMER

The University reserves the right to vary or amend the provisions at its sole discretion from time to time.

8.0 EFFECTIVE DATE OF IMPLEMENTATION

Date of issuance of the circular, i.e. 5th May 2015.