

OFFICE OF THE EXECUTIVE DIRECTOR, MANAGEMENT SERVICES DIVISION



IIUM/202/5/27/1

24 May 2021

All Staff International Islamic University Malaysia (IIUM) Gombak, Kuala Lumpur and Pagoh Campuses

Dear Y.Bhg. Dato'/Prof./Dr./Bro./Sis.,

COMMENCEMENT OF WORK DURING MOVEMENT CONTROL ORDER (MCO) 3.0

May this letter reach you while you are in the best of health by the grace of Allah s.w.t.

With reference to the recent announcement by the Majlis Keselamatn Negara (MKN) on the MCO 3.0, the University Management would like to highlight the followings:

- (1) The presence of staff in offices shall be 20% of the total staff except for the frontliners.
- (2) Staff 'Work on Campus (WOC)' or 'Work from Home (WFH)' are subject to the approval and discretion of immediate supervisors.
- (3) 'Clock In' and 'Clock Out' is required as stipulated by the University's policy. **All staff have** to work according to the normal working hours as prescribed by the Employment Act 1955.
- (4) Face-to-face counter services shall be through appointments.
- (5) All meetings shall be done through 'online'.

We really hope that all staff adhere to the Standard Operating Procedures (SOPs) as stipulated by the University.

Thank you, wassalam. Staysafe. Stayhealthy.

DATO' ABDUL RAHIM AHN

Executive Director

Management Services Division, IIUM

c.c. Rector

UMC members