**CENTRE FOR POSTGRADUATE STUDIES**

Version : 01

Revision : 02

Effective Date : 1 June 2016

**INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

LEVEL 2, RECTORY BUILDING, JALAN GOMBAK, 53100, KUALA LUMPUR

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| **APPLICATION FOR SUBSTITUTIONAL LEAVE (EVENT-BASED)** |

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| --- | --- | --- | --- |
| **Name:** |  | **Staff No:** |  |
| **Position:** |  | **Unit:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date / Day** | **Event Information / Task Performed** | **Duration** | | **Total**  **Hours** |
| **From** | **Until** |
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| **Total Hours**  *(8 hours equivalent to 1 day)* | | | |  |

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| *Remarks:*   1. *All substitutional leave must be utilized within (6) months from the date of approval.* 2. *The application for substitution leave must be submitted within* ***a******month*** *from the date the tasks were performed.* 3. *The application must be attached with supporting document i.e. letter of instruction for each of the task performed* | |  | **RECOMMENDATION**  *Head of Unit* |
| **Total day(s)**  **Recommended:**  *(Stamp & Signature)*  **Date:** |
| **APPLICANT** |  | | **APPROVAL**  *Dean* |
| *(Signature)*  **Date:** | **Total day(s)**  **Approved:**  *(Stamp & Signature)*    **Date:** |

**FOR HURIS LIASION OFFICER USE ONLY:**

|  |  |  |  |
| --- | --- | --- | --- |
| Date Updated: |  | No. of Day(s) |  |
| Duty Start Date: |  | Duty End Date: |  |
| Expired Date: |  |  | |