



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُؤْتِيهِ سُبْحَانُكَ يَا مَلِكُ يَا مُلْكُ

MANAGEMENT SERVICES DIVISION

APPLICATION FOR GROUP UNRECORDED LEAVE

SECTION I: STAFF DETAILS

Name : _____ Staff No. : _____
Post : _____ K/C/D/I/O/M : _____
H/P No. : _____ Ext. No. : _____

SECTION II: DETAILS OF APPLICATION

1. Status of Group Unrecorded Leave in the current year: _____

| | |
|-------------|--|
| Eligibility | |
| Utilised | |
| Balance | |

2. Application for Group Unrecorded leave to be applied (please tick in relevant box):

| No. | Group Unrecorded Leave (Flexible) * | Please Tick (/) |
|-----|-------------------------------------|-----------------|
| 1. | Paternity Leave | |
| 2. | Funeral Leave | |
| 3. | Taking Care of Sick Next of Kin | |
| 4. | Umrah Leave | |
| 5. | Vaisakhi | |

* Flexible – the number of days taken is flexible and subject to specific conditions of the leave

| No. | Group Unrecorded Leave (Non-Flexible) * | Please Tick (/) |
|-----|---|-----------------|
| 1. | Attending Examination | |
| 2. | Attending Court Outside Headquarters | |
| 3. | Attending Coop Activities | |
| 4. | Cultural Visit Abroad | |
| 5. | Musabqah Al-Quran Competition | |
| 6. | National Service Program Trainer (PLKN) | |
| 7. | Community Service Activity | |
| 8. | Knowledge Contribution at the National Level | |
| 9. | International Exchange Program | |
| 10. | Attending Meetings/ Workshops/ Seminars Organised by MBK | |
| 11. | Election Day | |
| 12. | Haemodialysis Treatment | |
| 13. | Celebration (Good Friday, Deepavali, Christmas Eve, Second Day Hari Raya Haji, Thaipusam) | |

* Non-flexible – the number of days taken is fixed and subject to specific conditions of the leave

3. Duration: _____ days from _____ until _____

Notes:

- Please attach relevant supporting document - refer to Appendix 1.
- For specific conditions and duration of group unrecorded leave - refer to Appendix A. For further details, kindly visit MSD website <https://division.iiu.edu.my/msd/iiu-circulars/> (SSC No. 9/2025 - Group Unrecorded Leave).
- Any unrecorded leave that is not listed in the Group Unrecorded Leave should adhere to the existing policy.
- Should there be any inconsistency between the leave conditions and Employment Act, the latter will prevail.

SECTION III: DECLARATION BY APPLICANT

I hereby confirm that the information given is true. I may be subject to disciplinary action if any false information is provided.

Signature :

Date :

SECTION IV: VERIFICATION BY THE HEAD OF DEPARTMENT/DEAN/DIRECTOR

I recommend / do not recommend * this application

**strike out whichever is not applicable*

Remarks (if any):

.....

Signature :
(Signature & Official Stamp)

Date :

SECTION V: FOR MSD OFFICE USE ONLY

1. Balance of Group Unrecorded Leave for the staff is as follows:

| | |
|-------------|--|
| Eligibility | |
| Utilised | |
| Balance | |

Prepared by:

Verified by:

Signature:

Signature:

Name:

Name and Official Stamp

Date:

Date:

2. Approval from Executive Director

I hereby approve / disapprove * the application of Group Unrecorded Leave for _____ days from _____ until _____.

**strike out whichever is not applicable*

.....
(Signature & Official Stamp)

Date:

LIST OF SUPPORTING DOCUMENTS

| No. | Group Unrecorded Leave | Supporting Documents |
|-----|---|---|
| 1. | Paternity Leave | Birth Confirmation Letter & Child's Birth Certificate |
| 2. | Funeral Leave | Death Certificate & Proof of Relationship Document i.e. Marriage Certificate / Birth Certificate (Staff / Parents / Spouse / Children / Siblings) / Adoption Certificate |
| 3. | Taking Care of Sick Next of Kin | Medical Report & Proof of Relationship Document i.e. Marriage Certificate / Birth Certificate (Staff / Parents / Spouse / Children / Siblings) / Adoption Certificate |
| 4. | Umrah Leave | Offer Letter from Travel Agency |
| 5. | Vaisakhi (<i>for Sikhism only</i>) | Confirmation document verifying that the applicant is of the Sikh faith |
| 6. | Attending Examination | Examination Schedule Certified by the Examination Centre, Study Offer Letter |
| 7. | Attending Court Outside Headquarters | Subpoena Document |
| 8. | Attending Coop Activities | Invitation Letter / Offer Letter |
| 9. | Cultural Visit Abroad | Invitation Letter / Offer Letter |
| 10. | <i>Musabaqah</i> Al-Quran Competition | Invitation Letter / Offer Letter |
| 11. | National Service Program Trainer (PLKN) | Invitation Letter / Offer Letter |
| 12. | Community Service Activity | Invitation Letter / Offer Letter |
| 13. | Knowledge Contribution at the National Level | Invitation Letter / Offer Letter |
| 14. | International Exchange Program | Invitation Letter / Offer Letter |
| 15. | Attending Meetings/ Workshops/ Seminars Organized by MBK | Invitation Letter / Offer Letter |
| 16. | Election Day | Copy of Voter Registration Record |
| 17. | Haemodialysis Treatment | Appointment Schedule |
| 18. | Celebration (Good Friday, Deepavali, Christmas Eve, Second Day Hari Raya Haji, Thaipusam) | Copy of NRIC or confirmation document verifying that the applicant is of the Islam, Hindu, Christian or related religion |