



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.	Musabaqah 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.iium.edu.my/msd/iium-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:
Name:

Signature:
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