



IIUM/202/4/1

11th September 2023

All Deans / Directors
Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs
International Islamic University Malaysia

Dear YBhg. Dato'/Prof./Dr./Sir/Madam,

Assalamualaikum wa rahmatullahi wa barakatuh

STAFF SERVICE CIRCULAR NO. 17/2023

**IMPROVEMENT OF UNRECORDED LEAVE FACILITY
FOR TAKING PART IN SPORTS ACTIVITIES**

1. OBJECTIVE

The objective of this circular is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs on the Improvement of Unrecorded Leave Facility for Taking Part in Sports Activities.

2. BACKGROUND

2.1 The Unrecorded Leave Facility for Taking Part in Sports Activities adopted by the University had been allocated through the General Order 46 Chapter C (Leave). The unrecorded leave benefits are as follows:-

- a) A staff member who is to take part in sports activities at the state or international level may be given unrecorded leave for a period of not more than (30) days only; and
- b) The leave will be given based on prerogative of the Head of Department and subject to exigency of service.

2.2 In accordance with the current changes and importance of sports development, the Government has agreed to improve the Unrecorded Leave Facility for Taking Part in Sports Activities for government officials who are involved in sports competitions at the National and/or International level.



3. **DECISION**

- 3.1 The Staff Service Committee (SSC) Meeting No. 2/2023 held on 13th June 2023 agreed to adopt the amendment of the SR5.5.1 on the Unrecorded Leave Facility for Taking Part in Sports Activities with some modifications as provided in *Appendix A*.
- 3.2 The effective date of implementation is **13th June 2023** i.e. the date of SSC Meeting which endorses the decision.

All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyah/Centre/Division/Institute/Offices/Mahallahs.

Thank you. Wassalam.

"Leading the Way"



FAZIDAH H. BAKHTIAR
Executive Director
Management Services Division

- c.c. : Rector
- : Deputy Rector (Academic and Internationalisation)
- : Deputy Rector (Responsible Research and Innovation)
- : Deputy Rector (Student Development and Community Engagement)
- : Executive Director (Finance Division)
- : Executive Director (Development and Planning)
- : Campus Director, IIUM Kuantan Campus
- : Legal Adviser

UNRECORDED LEAVE FACILITY FOR TAKING PART IN SPORTS ACTIVITIES

No.	Item	Description															
1.	Eligibility	Applicable to staff appointed on permanent and contract basis using Central Fund.															
2.	Approving authority	The Unrecorded Leave Facility for Taking Part in Sports Activities that may be granted should not exceed 30 days per year and subject to recommendation of the Head Department or immediate Supervisor and approval of the Management Services Division (MSD). The period of 30 days a year includes intensive training and travelling day for the purpose of sport events.															
3.	Categories of appointment	<table border="1"> <thead> <tr> <th data-bbox="494 862 563 896">No.</th> <th data-bbox="563 862 746 896">Category</th> <th data-bbox="746 862 1316 896">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="494 896 563 974">1.</td> <td data-bbox="563 896 746 974">Athlete</td> <td data-bbox="746 896 1316 974">Officials who are selected by the Sports Agency to compete in sports competitions.</td> </tr> <tr> <td data-bbox="494 974 563 1064">2.</td> <td data-bbox="563 974 746 1064">Coach</td> <td data-bbox="746 974 1316 1064">Officials who are appointed by Sports Agency to train and provide teams for sports training or competition.</td> </tr> <tr> <td data-bbox="494 1064 563 1411">3.</td> <td data-bbox="563 1064 746 1411">Sports Officer (As listed in SR.5.5.1 (A) of the SR.5.5.1</td> <td data-bbox="746 1064 1316 1411"> i) Head of Delegation/Deputy Head of Delegation/Head of Contingent/Deputy Head Contingent; ii) Team Manager/Assistant Team Manager; iii) Escort/Chaperone; iv) Medical Officer (Doctor/Assistant Medical Officer/Physiotherapy Officer/Massager); v) Sports Science Officer; vi) Cameraman/Video/Analyst; and vii) Mechanic/Kitman/Team Tool Manager /Armourer. </td> </tr> <tr> <td data-bbox="494 1411 563 1937">4.</td> <td data-bbox="563 1411 746 1937">Technical staff (As listed in SR.5.5.1 (B) of the SR.5.5.1</td> <td data-bbox="746 1411 1316 1937"> i) International Technical Official; ii) National Technical Official; iii) Assistant Technical Officer; iv. Head of Technical Delegation; iv) Competition Manager/Director; v) Chief Referee/Referee; vi) Appellate Jury; viii. Jury/Judge; vii) Weighing Jury; viii) Time keeper; ix) Line Keeper; x) Announcer; xi) Classification Officer (Para Sports); xii) Venue/Equipment Manager; xiii) Technical Stewardship / Information Technology Stewardship; and xiv) Sports Volunteer. </td> </tr> </tbody> </table>	No.	Category	Description	1.	Athlete	Officials who are selected by the Sports Agency to compete in sports competitions.	2.	Coach	Officials who are appointed by Sports Agency to train and provide teams for sports training or competition.	3.	Sports Officer (As listed in SR.5.5.1 (A) of the SR.5.5.1	i) Head of Delegation/Deputy Head of Delegation/Head of Contingent/Deputy Head Contingent; ii) Team Manager/Assistant Team Manager; iii) Escort/Chaperone; iv) Medical Officer (Doctor/Assistant Medical Officer/Physiotherapy Officer/Massager); v) Sports Science Officer; vi) Cameraman/Video/Analyst; and vii) Mechanic/Kitman/Team Tool Manager /Armourer.	4.	Technical staff (As listed in SR.5.5.1 (B) of the SR.5.5.1	i) International Technical Official; ii) National Technical Official; iii) Assistant Technical Officer; iv. Head of Technical Delegation; iv) Competition Manager/Director; v) Chief Referee/Referee; vi) Appellate Jury; viii. Jury/Judge; vii) Weighing Jury; viii) Time keeper; ix) Line Keeper; x) Announcer; xi) Classification Officer (Para Sports); xii) Venue/Equipment Manager; xiii) Technical Stewardship / Information Technology Stewardship; and xiv) Sports Volunteer.
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		5. Sports Volunteer	Officials who are selected by the Ministry of Youth and Sports (Kementerian Belia dan Sukan), organizers/managers or Sports agencies to help with the implementation of sports competition.
		6. Organising Committee/ Sport Manager	Officials who are appointed as a members of Main Committee established to manage, implement and control the sports organization/management.
4.	Others	<p>i) The Unrecorded Leave Facility for Taking Part in Sports Activities is also extended to officers who are members of the Organizing Committee/Sports Manager at the National and/or level International to attend the committee meetings held prior to or after a sports competition. The officers may be allowed to leave the office or his/her duties during the official working hours should he/she is required to do so either half-day of normal working days BUT not for a full day of normal working hours.</p> <p>ii) The Unrecorded Leave Facility for Taking Part in Sports Activities for staff appointed as Sports Volunteers is in accordance to the actual duties as scheduled by the Organizer/Manager and not exceeding thirty (30) days a year.</p> <p>iii) Only a maximum of three (3) types of sports competitions is allowed for each participation.</p> <p>iv) The Unrecorded Leave Facility for Taking Part in Sports Activities will be given based on prerogative of the Head of Department and subject to the exigency of service.</p> <p>v) Staff to apply annual leave should the sport activities exceeded thirty (30) days of the Unrecorded Leave allocated.</p>	