



IIUM/202/4/1

20<sup>th</sup> February 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. 2/2023**

**ADOPTION OF THE PUBLIC SERVICE DEPARTMENT'S LETTER  
REF. NO.: JPA. (S).800-1/1/7(26) : CERAIAN SR.5.2.7 ON THE FACILITY OF  
UNRECORDED LEAVE TO CARRY OUT COMMUNITY SERVICE ACTIVITIES**

**1. OBJECTIVE**

The objective of this circular is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs on the adoption of the Public Service Department's Letter Ref. No.: JPA.(S).800-1/1/7(26) : Ceraian SR.5.2.7 on the Facility of Unrecorded Leave to Carry Out Community Service Activities.

**2. BACKGROUND**

2.1 At present, there is no provision of unrecorded leave for staff who are involved in community service activities. As an encouragement for staff participation in community service, the government has agreed to grant unrecorded leave for a maximum of five (5) working days a year for staff to officially involved in community service activities with the registered organizations.

2.2 Community service activities refer to activities or community works with the registered organisations that are carried out voluntarily which benefited the community and the country.

2.3 "Registered organization" refers to organization registered under:

- a) Organizations Act 1966;
- b) Organizations that have a deed of incorporation own/other special laws or foundations established in under the Trustee (Incorporation) Act 1952;
- c) Companies Act 2016;
- d) Trustees (Incorporation) Ordinance (Sabah Cap. 148); or
- e) Any other specific laws in force in the country.



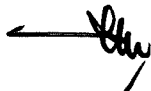
### 3. DECISION

- 3.1 The Staff Service Committee (SSC) Meeting No. 4/2022 held on 22<sup>nd</sup> December 2022 approved the adoption of the Public Service Department's Letter Ref. No.: JPA.(S).800-1/1/7(26) : Ceraian SR.5.2.7 on the Facility of Unrecorded Leave to Carry Out Community Service Activities with minor modification.
- 3.2 The criteria of unrecorded leave to carry out community service activities are as follows:
- Maximum of five (5) working days a year excluding rest day and Public Holiday;
  - The criteria of 'time-off' is only applicable for community service activity that is less than two (2) hours;
  - Application for unrecorded leave to carry out community service activities must be made through the Head of Department by providing the relevant document. The application for unrecorded leave can only be approved for the registered associations that is recognised by the University;
  - Approval for unrecorded leave to carry out community service activities is subject to the approval of the Head of Department based on the exigency of service at the University; and
  - The utilisation of unrecorded leave to carry out community service activities is to be included in the Service Statement of the staff.
- 3.3 The facility of unrecorded leave to carry out community service activities is applicable to staff appointed on permanent, temporary and contract of service.
- 3.4 The effective date of implementation of the above said unrecorded leave is to take effect from **1<sup>st</sup> January 2023**.

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

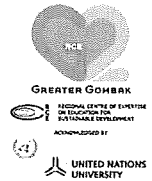
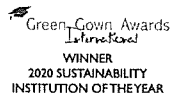
Thank you. Wassalam.

*"Leading the Way"*

  
**FAZIDAH H.J. 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

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**FREQUENTLY ASK QUESTION (FAQ)  
ON THE FACILITY OF UNRECORDED LEAVE  
TO CARRY OUT COMMUNITY SERVICE ACTIVITIES**

NO.	SITUATION	CLARIFICATION
1.	Who are eligible for the unrecorded leave to carry out community service activities?	The unrecorded leave to carry out community service activities is applicable to staff appointed on permanent, temporary and contract of service.
2.	Can a members of any registered association involves with community service use the facility of the unrecorded leave?	Yes. Members of any registered association who are involves with community service can use the facility of the unrecorded leave as long as the associations are registered under Organizations Act 1966 (including associations under the General Act 42 (a) and General Act 45 Chapter C (Leave)).
3.	Does the unrecorded leave can be used for community service activities abroad?	No. The unrecorded leave facility is only applicable for activities done in the country only.
4.	If community service activities are held more than five (5) days, is there any other allocation of leave?	The unrecorded leave is limited to a maximum of five (5) days a year excluding rest day and Public Holiday. Any additional days required is to use annual leave or any other type of leave based on the staff eligibility.
5.	Can the unrecorded leave be carried forward to the next year?	Cannot. The unrecorded leave is applicable in the current year only and any unutilised unrecorded leave cannot be carried forward to the following year.
6.	Does the maximum of five (5) days unrecorded leave can only be used in one participation of community service activities?	The unrecorded leave is not limited to one participation only instead subject to number of days used. Staff may use for other community service as long as maximum of five (5) days. It can be used either in one time or in staggered, subject to the approval of the Head of Department.
7.	Can the picture be considered as proof documents when applying for unrecorded leave?	Cannot. Application must be submitted to the Head of Department with an official letter from the registered organization on the activities that will be implemented.
8.	Does the staff need to apply for unrecorded leave should the activities is three (3) hours?	Yes. The staff needs to apply for unrecorded leave as the time-off is only valid if the activities is less than two (2) hours.

