



IIUM/202/4/1

22<sup>nd</sup> April 2024

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

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

*Assalamualaikum Warahmatullahi Wabarakatuh*

**STAFF SERVICE CIRCULAR NO. 4/2024**

**SUBSTITUTIONAL LEAVE POLICY**

**1. OBJECTIVE**

The objective of this circular is to notify all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs pertaining to the Substitutional Leave Policy.

**2. BACKGROUND**

- 2.1 Since the establishment of IIUM, the implementation of substitutional leave in the University is in accordance to *Perintah Am 40 Bab C (Cuti)*. However, there were no record on the adoption of the provisions of substitutional leave as stipulated in the '*Perintah Am*' or any relevant government circular.
- 2.2 The provision of substitutional leave is guided under the Government Circular Ceraian SR.5.6.1.

**3. DECISION**

The Staff Service Committee (SSC) Meeting No. 1/2024 held on 9<sup>th</sup> January 2024 has decided to adopt the Ceraian SR.5.6.1 under the Government's Human Resource Service Circular on Leave Facilities Version 1.0 (2022) on the implementation of substitutional leave with some modification to suit the IIUM's needs among others are as follows:-

- i) Applicable to staff who are not eligible for the payment of overtime under the Overtime policy, i.e. those with the salary of more than RM4,000.00, but assigned to perform overtime duty after the normal working hours, weekdays, rest day or public holidays;



- ii) The substitutional leave approved must be equivalent to the duration of overtime duty performed, i.e. eight (8) hours duty equivalent of one (1) day leave;
- iii) The substitutional leave can be utilised within six (6) months from the date the substitutional leave is approved and not limited to the current year; and
- iv) The application of substitutional leave must be approved by the Head of Department.

Details on the implementation are as attached herewith.

All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyahs/Centres/Divisions/Institutes/Offices/Mahallahs.

Thank you. *Wassalam.*

"LEADING THE WAY"

  
**ZURAIDA HASSAN**  
 Executive Director  
 Management Services Division  
 International Islamic University Malaysia

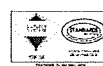
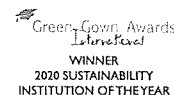
- c.c. : Rector
- : Deputy Rector (Academic and Internationalisation)
- : Deputy Rector (Responsible Research and Innovation)
- : Deputy Rector (Student Development and Community Engagement)
- : Executive Director (Finance Division)
- : Executive Director (Development and Planning)
- : Campus Director,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

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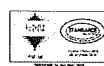
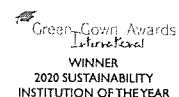


## GUIDELINES ON SUBSTITUTIONAL LEAVE

NO.	ITEM	DESCRIPTION
1.	Definition	<p>i) A staff member who is not eligible for any payment for overtime works can be given substitutional leave by the Head of department due to him having been assigned extra work on official duties outside his normal working hours during weekdays, weekends or public holidays.</p> <p>ii) Eligible staff who are covered under overtime policy may be considered to choose either one only, i.e. overtime payment OR substitutional leave.</p> <p>iii) Substitutional can also be considered if the department have insufficient financial allocations to pay the over time, subject to the agreement of the staff.</p>
2.	Duration	<p>i) The number of substitutional leave must be equal to the total hours spent by the staff member to do the overtime works, i.e. eight (8) hours (excluding lunch break if the extra work is done on weekends or public holidays) equivalent to one (1) day substitutional leave.</p> <p>ii) The official duties performed could be accumulated and the minimum hours allowed is one (1) hour.</p>
3.	Eligibility	<p>i) Substitutional leave is only applicable for Administrative and Technical staff (Professional &amp; Management Group and Support Group).</p> <p>ii) Professional &amp; Management Group will only be eligible to apply for substitutional leave on the emergency task assigned on rest day or public holidays that could be affect the service in the following areas:-</p> <ol style="list-style-type: none"> <li>a) tasks that require maintenance and service recovery; or</li> <li>b) responsibility that need to be carried out due to his appointment to lead a committee in any official functions; or</li> <li>c) the instructed work must be related to the expertise or field of duty of the officer.</li> </ol> <p>iii) Academic staff assigned administrative duties by the Head of Department which equal to eight (8) hours on Rest day or Public Holiday may be compensated with substitutional leave.</p> <p>iv) Substitutional leave for contract staff is only valid during the current contract and could not be carried forward to another contract.</p> <p>v) Substitutional leave is not applicable to part-time staff.</p>



NO.	ITEM	DESCRIPTION
		<p>vi) Overtime work cannot be done without proper instructions from the Head of Department to qualify the staff to claim for substitutional leave.</p> <p>vii) Participants of any courses/training/seminar/workshop and its equivalents are not eligible for substitutional leave except those assigned as the secretariat.</p> <p>viii) Travelling to and pro to the assigned location or work as secretariat cannot be taken for the purpose of substitutional leave, except for the post of driver.</p> <p>ix) Travelling from home to the office or vice versa cannot be taken for the purpose of substitutional leave, except for the post of driver.</p> <p>x) Substitutional leave can only be counted based on the actual hours the official duties performed. The following duration during normal working hours is not counted as an overtime work for the purpose of substitutional leave which is considered as breakfast, rest time, lunch break, dinner, praying time, etc:-</p> <p>a) From 1.00 pm to 2.00 pm (Monday to Thursday)</p> <p>b) From 12.15 pm to 2.45 pm (Friday)</p> <p>c) From 7.00 pm to 8.00 pm</p> <p><i>(or any time that is not used to carry out official duties such as meal time or rest time is not eligible to be considered in determining hours claim for substitutional leave).</i></p>
4.	Application	<p>i) Substitutional leave is not an automatic and not an absolute right of the staff.</p> <p>ii) Application for substitutional leave must be supported with work instructions and attendance records by filling in the stipulated application form.</p> <p>iii) The HOD must ensure that all the relevant evidence is provided prior to approval of substitutional leave.</p>
5.	Utilisation	<p>i) Substitutional leave must be applied within three (3) months from the date of overtime/working extra hours; and must be utilised within six (6) months from the date of approval.</p> <p>ii) Any unutilised substitutional leave exceeding six (6) months from the date applied will be considered lapsed.</p> <p>iii) Substitutional leave could not be used for the purpose of emergency leave, Golden Hand Shake, to replace the annual leave or medical leave.</p>



NO.	ITEM	DESCRIPTION
6.	Approval	i) Substitutional leave is subject to approval of the Head of Department. ii) The Head of Department must be notified should the staff wish to utilise the substitutional leave. iii) The HOD is required to ensure that the approval of substitutional leave will not be affect the interest of the service.

Secretariat  
 Management Services Division  
 09.01.2024

