



IIUM/202/4/1

22nd 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. 8/2024

PROMOTION CRITERIA FOR ADMINISTRATIVE AND TECHNICAL STAFF
- SATISFACTORY ATTENDANCE RECORD

1. The Staff Service Committee (SSC) Meeting No. 1/2024 held on 9th January 2024 has decided to include **satisfactory attendance record as one of the promotion criteria for time-based and merit-based promotion** for Administrative and Technical staff, as follows:-
 - i) Late Time In (LTI) not exceeding **2 times per month**;
 - ii) Not Enough Hours (NEH) not exceeding **2 times per month**;
 - iii) No Time Out (NTO) not exceeding **2 times per month**;
 - iv) **No record** on Absent Without Leave (AWOL); and
 - v) **No record** on External time in/out (except those approved for official duties).
2. The SSC has also decided that the effective date of time-based promotion (TBP) of the Administrative and Technical staff who are placed under observation for attendance and/or performance is the date of **satisfactory report** from the Head of Department or the date of **completion of observation period for attendance and/or performance** whichever is applicable.
3. The time-based promotion will only be processed for staff who **fulfil all the criteria** for time-based promotion including satisfactory attendance record.
4. The effective date of implementation is **9th January 2024**, i.e. the date of SSC meeting No. 1/2024 which endorsed the decision.



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"



ZURAI DA HASSAN
Executive Director
Management Services Division
International Islamic University Malaysia

- c.c. : Rector
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- : 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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