



IIUM/202/4/1

21<sup>st</sup> October 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. 22/2024**

**HAJJ 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 Hajj Leave Policy.

**2. BACKGROUND**

- 2.1 At present, the policy on Hajj Leave entitlement in the University is based on the adoption of the Government Service Circular namely *Pekeliling Perkhidmatan Bil. 4 Tahun 1984 on the Peraturan Mengenai Kelayakan Cuti Haji Di Bawah Perintah-Perintah Am 34 dan 35, Bab "C"*.
- 2.2 In the year 2022, the Public Service Department (PSD) issued *Ceraian SR.5.3.1 Kemudahan Cuti Haji* in the *Kemudahan Cuti Version 1.0 (2022)*.

**3. DECISION**

- 3.1 In order to ensure the consistency of Hajj Leave entitlement with the *Ceraian SR.5.3.1*, the Staff Service Committee (SSC) Meeting No. 3/2024 held on 11<sup>th</sup> June 2024 decided as follows:-
  - i) Approved the adoption of *Ceraian SR.5.3.1* on the Hajj Leave entitlement.
  - ii) The Hajj Leave entitlement currently provided to contract staff remains applicable.



- iii) The approving authority for Hajj Leave application of academic staff, which is currently the Deputy Rector (Academic & Internationalisation), would be changed to the Executive Director of the Management Services Division, as this pertains to staff service matters.
- iv) The approving authority for Umrah Leave application of academic staff would be the Executive Director of the Management Services Division.
- v) The revised Hajj Leave Policy is provided in *Appendix A*. With the implementation of the revised Hajj Leave Policy, the information in the IIUM Staff Handbook would be superseded.

3.2 The effective date of implementation is **11<sup>th</sup> June 2024**, i.e. the date of SSC Meeting No. 3/2024 that endorses the decision and would apply to IIUM staff who are performing Hajj in the year 2024.

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"

  
**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)
- : Campus Director, IIUM Kuantan Campus
- : Legal Adviser

ZH/WNN/AMA/nas2250



HAJJ LEAVE POLICY

No.	Item	Description
1.	Hajj Leave	<p>i. Hajj Leave is a full pay leave for Muslim staff appointed in IIUM.</p> <p>ii. Hajj Leave is given <b>ONLY ONCE</b> throughout the service of the staff in IIUM.</p>
2.	Eligibility	<p>The categories of staff allowed to apply for Hajj Leave are as follows:</p> <p>i. Staff who are appointed on permanent basis and have been confirmed in service; or</p> <p>ii. Staff who are appointed on temporary basis and have served for at least six (6) years continuously; or</p> <p>iii. A Malaysian contract staff who has continuously served for at least five (5) years. For staff who are appointed on contract basis after compulsory retirement, the duration of service on permanent basis prior to compulsory retirement can be calculated.</p> <p>iv. An International contract staff upon completion of ten (10) years' service; or</p> <p>v. An International contract staff other than those listed under item (iv) above may utilise his annual leave entitlement to perform Hajj. In the event the annual leave is not sufficient, the staff may be considered for unpaid leave.</p>
3.	Duration	<p>i. Maximum of forty (40) days including rest day and Public Holidays, counted from the date of departure.</p> <p>ii. Any additional day needed due to certain circumstances/reasons, the staff may apply for annual leave or unpaid leave on personal reason; whichever is applicable based on entitlement.</p>
4.	Application	<p>Application for Hajj Leave must be submitted to the Management Services Division upon recommendation from the Dean/Director of KCDIOM for approval together with the relevant supporting documents.</p> <p>The approved Hajj Leave application is to be recorded in the Service Statement of the staff.</p>



No.	Item	Description
5.	Approving Authority	The Executive Director of Management Services Division has the authority to approve Hajj Leave with full salary for up to forty (40) days inclusive of weekends and Public Holidays.  Should a staff requires a period exceeding forty (40) days, the staff may apply for annual leave or unpaid leave based on their eligibility.
6.	Others	Any non-fixed allowance will be stopped for staff who are approved for leave exceeding twenty-eight (28) days, based on the policy currently in force.

Staff Service Committee No. 3/2024  
Management Services Division  
11.06.2024

