



MANAGEMENT SERVICES DIVISION

IIUM/202/4/1

30<sup>th</sup> May 2025

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 LETTER NO. 2/2025

NOTIFICATION OF THE IMPLEMENTATION OF SATURDAY AND SUNDAY  
AS A REST DAY FOR IIUM PAGOH CAMPUS

1. OBJECTIVE

The objective of this circular is to notify all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs pertaining to the implementation of Saturday and Sunday as a rest day for IIUM Pagoh Campus.

2. BACKGROUND

2.1 Since its establishment on 3<sup>rd</sup> August 2017, the Kulliyah of Sustainable Tourism and Contemporary Languages (KSTCL) has been the only Kulliyah at the IIUM Pagoh Campus. The Campus is placed at Pagoh, Johor and therefore, the official working hours is in accordance to the implementation of State of Johor. The Staff Service Committee (SSC) Meeting No. 1/2018 on 4<sup>th</sup> January 2018 approved that Friday and Saturday been declared as Johor's rest day instead of Saturday and Sunday.

2.2 The difference in rest days between the IIUM Pagoh Campus and other Government Offices including IIUM Gombak Campus had affected the smooth running of its operational structure. This including the requirement for KSTCL's staff to attend meetings at Gombak Campus on Friday which is considered as KSTCL's off day.

2.3 The Johor Government Secretary's Office through its letter ref. SUKJ/BPSM.600-11/25/8 Jilid 2(18) dated 11<sup>th</sup> December 2024 decided that effective from 1<sup>st</sup> January 2025, Saturday and Sunday are declared as a State of Johor's rest day.



- 2.4 Due to urgent implementation, the matter has been notified in the University Management Committee (UMC) Meeting No. 22/2024 held on 18<sup>th</sup> December 2024 for implementation.

### 3. DECISION

- 3.1 The Staff Service Committee (SSC) Meeting No. 1/2025 held on 17<sup>th</sup> February 2025 and 25<sup>th</sup> February 2025 took note of the recommendation of the UMC Meeting No. 22/2024 and therefore, the official working hours for KSTCL would be in accordance with the standard University official working hours as stated in the MSD Service Circular No. 14/2022 on the implementation of Flexible Working Hours (FWH) for Administrative and Technical staff, as follows:-

Campus	Day	Time In	Time Out	Total Working Hours
Gombak / KL	Monday to Friday	7.30 am	4.30 pm	9 hours
Kuantan / Gambang		9.00 am	6.00 pm	

- 3.2 The effective date of implementation is **1<sup>st</sup> January 2025**.

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 (Research, Innovation and Development)
  - : Deputy Rector (Student Development and Community Engagement)
  - : Executive Director, Finance Division
  - : Campus Director, IIUM Kuantan Campus
  - : Legal Adviser

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