



IIUM/202/4/1

30th 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 NO. 9/2025

GROUP UNRECORDED 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 Group Unrecorded Leave Policy.

2. BACKGROUND

2.1 At present, the policy on Unrecorded Leave entitlement in the University is based on the adoption of the Government Service Circulars with modification and *Perintah – Perintah Am Bab C (Cuti) Tahun 1974 – VI Cuti Tidak Berekod*.

2.2 Through the Government Service Circular No. 1 Year 2024 on the implementation of the *Sistem Saraan Perkhidmatan Awam (SSPA)* for Federal Public Service Officers, the Government has agreed to enhance the unrecorded leave regulations to be more flexible in meeting the needs of staff, ensuring future resilience, and embedding the principle of “let managers manage” for the Heads of Departments in granting unrecorded leave. Accordingly, the unrecorded leave provisions have been restructured as follows:

- a) Establishment of Group Unrecorded Leave as per *Ceraian SR.5.7.1 Kemudahan Cuti Tanpa Rekod Kelompok*; and
- b) The retention of the existing 13 unrecorded leave categories.



2.3 The differences between the current Unrecorded Leave and Group Unrecorded Leave are as follows:

Item	Current Unrecorded Leave	Group Unrecorded Leave
Name	Unrecorded Leave / <i>Cuti Tanpa Rekod</i>	Group Unrecorded Leave / <i>Cuti Tanpa Rekod Kelompok</i>
Leave Types	Specific types of unrecorded leave, each have its own conditions and rates (duration/days)	Combines thirteen (13) existing unplanned leave types with seven (7) new unplanned leave types into a more flexible system
Flexibility	Less flexible as each type of unrecorded leave has its own set of rules and limitation	More flexible as it is: <ul style="list-style-type: none"> a. meeting the needs of the staff; b. ensuring future resilience; and c. applying the principle of “let managers manage” to the Head of Department in granting unrecorded leave

3. DECISION

3.1 The Staff Service Committee (SSC) Meeting No. 1/2025 held on 17th February 2025 and 25th February 2025, approved the adoption of the Government Service Circular *Ceraian SR.5.7.1* on Group Unrecorded Leave with modifications where the benefits to staff should not be less favourable than the government.

3.2 Details of implementation are as follows:

- i) The number of days for Group Unrecorded Leave is a maximum of 20 days per calendar year, subject to specific conditions outlined in *Ceraian SR.5.7.1*;
- ii) Staff is eligible to apply for Unrecorded Leave, subject to the remaining balance of the Group Unrecorded Leave;
- iii) The leave period includes Weekly Rest Days, Weekly Off Days, and Public Holidays;
- iv) If a staff requires a period exceeding the maximum of twenty (20) days for specific reasons, they may apply to utilise the Annual Leave, or other types of leave; and



- v) The approval of the application is subject to the consideration of the Head of Department (HOD). The HOD must take into account the needs and interests of the KCDIOM's services when reviewing or approving the application for unrecorded leave. The HOD may recall the staff if their absence from the workplace could jeopardise national security or public interest.
- vi) Any Unrecorded Leave not listed in the Group Unrecorded Leave should adhere to the existing policy. Should there be any inconsistency between the Ceraian SR.5.7.1 and the Employment Act (applicable to IIUM), the latter shall prevail.

3.3 Following the adoption of Group Unrecorded Leave, the following circulars are **superseded**, however, the specific conditions of the respective leaves are retained under the Group Unrecorded Leave.

No.	Unrecorded Leave in IIUM	Circular
1.	Funeral Leave	Staff Service Circular No. 1/2023 - Adoption of the Public Service Department's Letter Ref. No.: JPA.(S).800-1/1/7(3) : Ceraian SR.5.2.1 on the Improvement of Unrecorded Leave Facility for Funeral Affairs of Immediate Family Members
2.	Community Service Activities	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
3.	Paternity Leave	Staff Service Circular No. 18/2023 - Revision of the paternity leave entitlement
4.	Deepavali Celebration	MSD Service Circular No. 4/2019 – Adoption of the Public Service Department's letter on the Entitlement of Unrecorded Leave due to Deepavali Celebration
5.	Good Friday Celebration	MSD Service Circular No. 15/2019 – Adoption of the Public Service Department's letter on the Entitlement of Unrecorded Leave due to Good Friday Celebration
6.	Umrah Leave	MSD Service Circular No. 1/2018 – Adoption of Government Service Circular No. 3/2017 on the Umrah Leave Facilities



No.	Unrecorded Leave in IIUM	Circular
7.	Leave for Attending Examination	As per <i>Perintah – Perintah Am Bab C (Cuti Tahun 1974 – VI Cuti Tidak Berekod)</i>
8.	Hadir Mahkamah Luar Ibu Pejabat	
9.	Jurulatih Program Latihan Khidmat Negara (PLKN)	
10.	Pertandingan Musabaqah Al-Quran	
11.	Lawatan Kebudayaan Di Luar Negeri	

3.4 Details of the Group Unrecorded Leave are provided in *Appendix A*.

3.5 The implementation will take effect retrospectively from **1st 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
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MANAGEMENT SERVICES DIVISION

IIUM GROUP UNRECORDED LEAVE

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A. DEFINITION

The Group Unrecorded Leave is a combination of thirteen (13) existing unrecorded leave types with seven (7) new unrecorded leave types into a more flexible system.

B. OBJECTIVE

The Group Unrecorded Leave is more flexible in meeting the needs of staff, ensuring future resilience, and embedding the principle of “let managers manage” for the Heads of Departments in granting unrecorded leave.

C. INTERPRETATION

In this section, unless the context requires otherwise:

“**Siblings**” means individuals who are related to the staff by having the same father and mother, or either one of them;

“**Community service activities**” refer to social or community work carried out voluntarily, providing benefits to society and the nation;

“**Adopted child**” refers to a child who has been legally adopted or re-adopted with the approval of the Court;

“**De facto adopted child**” refers to a child who has been under the care, upbringing, financial support, and education of an staff as their own child under a de facto adoption arrangement for a continuous period of not less than two (2) years, immediately preceding the date of application under Section 6 of the Adoption Registration Act 1952 [Act 253];

“**Biological child**” refers to one's own child;

“**Foster child**” refers to a child placed under the custody, care, and control of foster parents under paragraph 30(1)(e) of the Child Act 2001 [Act 611];

“**Dependent stepchild**” refers to a child from a spouse’s previous marriage (not biologically related) who resides with and is financially supported by the staff;

“**Adoptive father**” refers to the father of an adopted child as provided under Act 257;

“**Father-in-law**” refers to the biological father of a lawful spouse;

“**Stepfather**” refers to the husband of one’s mother who is not the staff’s biological father;

“**Grandfather**” refers to the biological father of the staff’s biological mother or biological father;

“**Adoptive mother**” refers to the mother of an adopted child as provided under Act 257;

“**Mother-in-law**” refers to the biological mother of a lawful spouse;

“**Stepmother**” refers to the wife of one’s father who is not the staff’s biological mother;

“**Head of Department**” refers to an authorised officer responsible to approve leave for the Kulliyah/Centre/Division/Institution/Office/Mahallah;

“Grandmother” refers to the biological mother of the staff’s biological mother or biological father;

“Approved organization” refers to an organization registered under the Societies Act 1966 or an organization with its own establishment act/other specific laws, or a foundation established under the Trustees (Incorporation) Act 1952, the Companies Act 2016, or other applicable laws in the country;

“One (1) calendar year” refers to the period of one year from January 1 to December 31 of the same year.

D. IMPLEMENTATION

- i. The number of days for Group Unrecorded Leave is a **maximum of 20 days per calendar year**, subject to specific conditions outlined in *Appendix 1*;
- ii. The Group Unrecorded Leave is subject to the interest of the department and exigency of service;
- iii. Staff is eligible to apply for any type of Group Unrecorded Leave, subject to the specific conditions and remaining balance of the Group Unrecorded Leave for the calendar year as shown in **Table 1**;

Table 1: Implementation of Group Unrecorded Leave

No.	Group Unrecorded Leave	Utilisation	
1.	Paternity Leave	The number of days taken is flexible and subject to specific conditions.	The total number of days taken for Group Unrecorded Leave is capped at a maximum of 20 days per calendar year.
2.	Funeral Leave		
3.	Taking Care of Sick Next of Kin		
4.	Umrah Leave		
5.	Vaisakhi Celebration		
6.	Leave for Attending Examination	The number of days fixed according to the specific conditions.	
7.	Attending Court Outside Headquarters		
8.	Attending Coop Activities		
9.	Cultural Visit Abroad		
10.	Musabaqah Al-Quran Competition		
11.	National Service Program Trainer (PLKN)		
12.	Community Service Activity		
13.	Knowledge Contribution at the National Level		
14.	International Exchange Program		
15.	Attending Meetings/ Workshops/ Seminars Organized by Pihak Pekerja Majlis Bersama Kebangsaan (MBK)		
16.	Election Day		
17.	Haemodialysis Treatment		
18.	Celebration (Good Friday, Deepavali, Christmas Eve, Second Day Hari Raya Haji, Thaipusam)		

E. GENERAL CONDITIONS

- i. The number of days for Group Unrecorded Leave is a maximum of 20 days per calendar year, subject to specific conditions outlined in *Appendix 1*;
- ii. Staff is eligible to apply for Group Unrecorded Leave, subject to the remaining balance of the Group Unrecorded Leave;
- iii. The leave periods include Weekly Rest Days, Weekly Off Days and Public Holidays;
- iv. If a staff requires a period exceeding the maximum of twenty (20) days for specific reasons, they may apply to utilise the Annual Leave, or other types of leave;
- v. The approval of the application is subject to the consideration of the Head of Department (HOD). The HOD must take into account the needs and interests of the service when reviewing or approving the application for unrecorded leave. The HOD may recall the staff if their absence from the workplace could jeopardize University interest.

F. EFFECTIVE DATE

The implementation of Group Unrecorded Leave will take effect retrospectively from **1st January 2025**.

SPECIFIC CONDITIONS AND DURATION OF GROUP UNRECORDED LEAVE

NO.	GROUP UNRECORDED LEAVE	SPECIFIC CONDITIONS	DURATION
1.	Paternity Leave	<ul style="list-style-type: none"> i) The leave facility is considered as an unrecorded leave for husband to assist in matters related to the birth of new born baby; ii) Applicable to all male staff, appointed on permanent and contract basis; iii) Has been employed at least twelve (12) months before the commencement of the paternity leave; iv) The unrecorded leave commences from the date the wife of the staff has given birth or the next day if delivered after office hours; v) The time after office hours means after 6:00 pm based on the implementation of Flexible Working Hours. Should the delivery be after 6:00 pm, the paternity leave is counted from the next day. This also applicable to staff who are on shift duties; vi) The time after office hours also applicable for weekends, off day and public holiday; vii) The leave is limited up to five (5) delivery irrespective of the number of spouses; viii) Staff is required to notify the employer of the spouse's pregnancy at least thirty (30) days from the expected confinement of as early as possible after the birth; ix) Staff is required to forward the certification letter on the wife who has given birth; x) The unrecorded leave to be recorded in service statement & leave statement. 	The number of days that can be taken is between one (1) to twenty (20) days in a calendar year.

NO.	GROUP UNDRECORDED LEAVE	SPECIFIC CONDITIONS	DURATION
2.	Funeral Leave	<ul style="list-style-type: none"> i) The leave facility is given to staff due to the demise of immediate family members for the purpose of visiting the deceased and assisting with matters related to the funeral of the deceased; ii) Applicable to all permanent and contract staff; iii) The immediate family members are applicable to the following: <ul style="list-style-type: none"> a. Husband/Wife; b. biological mother or adoptive mother; c. biological father or adoptive father; d. mother-in-law (limited to one mother in law only during the staff service); e. father-in-law (limited to one father in law only during the staff service); f. biological child; g. adopted child; h. <i>de facto</i> adopted child; i. foster child; j. siblings (from the same parents, or the same father or the same mother); k. grandmother (biological father to the staff's mother or father); and l. grandfather (biological father to the staff's mother or father). iv) For the purpose of benefits provided in the event of the deceased of a mother-in-law or father-in-law, this benefit is limited to one mother-in-law and one father-in-law throughout the staff's service; v) The unrecorded leave shall commence from the date of demise of the staff's immediate family members or on the next day, if the family member passed away after office hours; vi) All weekends and public holidays which fall within the duration of this leave will be considered as part of the unrecorded leave; vii) Staff is required to submit a copy of the death certificate of the immediate family member upon the officer's return to duty and approval of immediate supervisor; and 	The number of days that can be taken is between one (1) to twenty (20) days in a calendar year.

NO.	GROUP UNDRECORDED LEAVE	SPECIFIC CONDITIONS	DURATION
		xi) The unrecorded leave to be recorded in service statement & leave statement.	
3.	Taking Care of Sick Next of Kin	i) Leave is granted to staff for the purpose of caring for sick family members; ii) Applicable to all permanent and contract staff, and must have served for at least six (6) months; iii) For the purpose of this facility, "family" includes the staff's immediate family (spouse and children), biological mother, adoptive mother, mother-in-law, stepmother, biological father, adoptive father, father-in-law, stepfather, siblings, grandmother, and grandfather. The term "children" includes biological children, legally adopted children, de facto children, foster children, and stepchildren under the staff's care; iv) This facility may be used to care for sick family members at any location; v) The staff must submit the following documents: a. A copy of the medical certificate or sickness confirmation from a Government or Private Medical Officer; and b. A confirmation from a Government or Private Medical Officer stating that the sick family member requires assistance and close care. vi) This leave shall not be used for caring for children suffering from contagious diseases or those requiring quarantine or isolation; vii) The application include justification that there is no other person to look after sick family members, except the staff himself/ herself; and viii) The unrecorded leave to be recorded in service statement & leave statement.	The number of days that can be taken is between one (1) to twenty (20) days in a calendar year.

NO.	GROUP UNDRECORDED LEAVE	SPECIFIC CONDITIONS	DURATION
4.	Umrah Leave	<ul style="list-style-type: none"> i) Granted to staff who are Muslims for the purpose of performing Umrah pilgrimage in the holy city of Mecca and visiting Madinah. ii) Applicable to all permanent and for contract staff as follows: <ul style="list-style-type: none"> a. Malaysian contract staff who has served for at least five (5) years; or b. International contract staff upon the completion of ten (10) years' service. iii) This leave is granted once (one-off) throughout the entire period of service, covering service under all Appointing Authorities. iv) Applications for Umrah leave must be accompanied by travel documents and are subject to approval by the Head of Department. v) The unrecorded leave to be recorded in service statement & leave statement. 	The number of days that can be taken is between one (1) to twenty (20) days in a calendar year.
5.	Vaisakhi Celebration	<ul style="list-style-type: none"> i) Leave is granted to staff to promote integration among the country's different ethnic and religious group ii) Applicable for staff from the Sikh community; iii) Application must be accompanied by a confirmation document verifying that the applicant is of the Sikh faith; and iv) The unrecorded leave to be recorded in service statement & leave statement. 	The number of days that can be taken is between one (1) to twenty (20) days in a calendar year.
6.	Leave for Attending Examination	<ul style="list-style-type: none"> i) Granted to staff to enable them to sit for any examination aimed at improving their future opportunities. ii) Examinations include: <ul style="list-style-type: none"> a. Written/oral examinations (physical or online); b. Physical examinations (e.g., National Physical Fitness Test - UKJK); 	The number of days is limited to examination days only, with a maximum of 20 days in one (1) calendar year

NO.	GROUP UNDRECORDED LEAVE	SPECIFIC CONDITIONS	DURATION
		<ul style="list-style-type: none"> c. Assessments for appointment to specific service schemes; d. Presentation of research papers at university (viva voce stage); and e. Interviews (physical or online) <ul style="list-style-type: none"> iii) Applicable to all permanent and contract staff; iv) Applications must be accompanied by Examination Schedule Certified by the Examination Centre; and v) The unrecorded leave to be recorded in service statement & leave statement. 	
7.	Attending Court Outside Headquarters	<ul style="list-style-type: none"> i) Granted to staff who are subpoenaed to attend court outside the Headquarters as witnesses for non-government parties; ii) Applicable to all permanent and contract staff; iii) Applications must be accompanied by Subpoena Document; and iv) The unrecorded leave to be recorded in service statement & leave statement. 	The number of days shall be based on the actual duration required to attend court, including travel to and from the court, subject to a maximum of 20 days within one (1) calendar year
8.	Attending Coop Activities	<ul style="list-style-type: none"> i) Granted to staff who are members of cooperatives to attend cooperative activities held within or outside Malaysia as follows: <ul style="list-style-type: none"> a. Courses, training, and seminars organized by the Malaysia Cooperative Commission or the Cooperative Institute of Malaysia; or b. Cooperative meetings. ii) Applicable to all permanent and contract staff; iii) Applications must be accompanied by invitation letter or offer letter; and iv) The unrecorded leave to be recorded in service statement & leave statement. 	The number of days shall be based on the actual duration, subject to a maximum of 20 days within one (1) calendar year

NO.	GROUP UNDRECORDED LEAVE	SPECIFIC CONDITIONS	DURATION
9.	Cultural Visit Abroad	<ul style="list-style-type: none"> i) Granted to staff selected to participate in cultural visits abroad; ii) Organized by the Ministry of Youth and Sports, the Ministry of Communications, or the Ministry of Tourism, Arts and Culture. iii) Applicable to all permanent and contract staff; iv) Applications must be accompanied by invitation letter or offer letter; and v) The unrecorded leave to be recorded in service statement & leave statement. 	The number of days shall be based on the duration required for the cultural visit, subject to a maximum of 20 days within one (1) calendar year
10.	<i>Musabaqah</i> Al-Quran Competition	<ul style="list-style-type: none"> i) Granted to staff participating in the National and International Quran Recitation and Memorization Competitions as participants or mentors ii) Applicable to all permanent and contract staff; iii) Applications must be accompanied by invitation letter or offer letter; and iv) The unrecorded leave to be recorded in service statement & leave statement. 	<p>Granted for the duration required to participate in and attend the <i>Musabaqah</i> Al-Quran competition, including travel to and from the event.</p> <p>The maximum number of days is 20 days within one (1) calendar year.</p>
11.	National Service Program Trainer (PLKN)	<ul style="list-style-type: none"> i) Granted to staff appointed as trainers for the National Service Training Program (PLKN); ii) Leave is approved for the following periods: <ul style="list-style-type: none"> a. Attending trainer courses; b. Performing duties as a trainer. iii) Applicable to all permanent and contract staff; iv) Applications must be accompanied by invitation letter or offer letter; and v) The unrecorded leave to be recorded in service statement & leave statement. 	The number of days shall be based on the actual duration, subject to a maximum of 20 days within one (1) calendar year.

NO.	GROUP UNDRECORDED LEAVE	SPECIFIC CONDITIONS	DURATION
12.	Community Service Activity	<ul style="list-style-type: none"> i) Granted to staff who undertake community service activities within the country with approved organizations to encourage their participation in such activities; ii) Applicable to all permanent and contract staff; iii) Applications must be accompanied by a letter from the organization detailing the planned activities; and iv) The unrecorded leave to be recorded in service statement & leave statement. 	<p>The maximum number of days is five (5) days within one (1) calendar year.</p> <p>If the community service activity lasts less than two (2) hours, the staff shall apply time-off.</p>
13.	Knowledge Contribution at the National Level	<ul style="list-style-type: none"> i) Granted to staff who contribute knowledge at the international level; ii) Staff who receive invitations to contribute knowledge at the international level, such as presenting research, serving as panel members, or delivering lectures. International-level contributions include events held within or outside Malaysia; iii) The activity must not contravene any applicable laws; iv) The activity is not part of the staff's official duties. v) Applicable to all permanent and contract staff; vi) Applications must be accompanied by invitation letter or offer letter; and vii) The unrecorded leave to be recorded in service statement & leave statement. 	<p>The number of days shall be based on the actual duration of the program, including travel to and from the programme, subject to a maximum of 20 days within one (1) calendar year.</p>
14.	International Exchange Program	<ul style="list-style-type: none"> i) Granted to staff who participate in international exchange programs; ii) Officers who receive invitations to join programs managed by ministries/departments/government agencies held in Malaysia or abroad; iii) Programs managed by private organizations or non-government bodies are excluded; and 	<p>The number of days shall be based on the actual duration, subject to a maximum of 20 days within one (1) calendar year.</p>

NO.	GROUP UNDRECORDED LEAVE	SPECIFIC CONDITIONS	DURATION
		iv) Applicable to all permanent and contract staff; v) Applications must be accompanied by invitation letter or offer letter; and vi) The unrecorded leave to be recorded in service statement & leave statement.	
15.	Attending Meetings/ Workshops/ Seminars Organized by Pihak Pekerja Majlis Bersama Kebangsaan (MBK)	i) Granted to staff or members of the Employee Side of the National Joint Council (MBK) to attend activities organized by the MBK Employee Side; ii) Staff must receive an invitation from the Chairman/Secretary of the MBK Employee Side to attend meetings, workshops, and seminars organized by the MBK Employee Side iii) Applicable to all permanent and contract staff; iv) Applications must be accompanied by invitation letter or offer letter; and v) The unrecorded leave to be recorded in service statement & leave statement.	The number of days shall be based on the actual duration, subject to a maximum of 20 days within one (1) calendar year.
16.	Election Day	i) Granted to staff for the purpose of voting; ii) Officers must be registered voters for the General Election (GE), <i>Pilihan Raya Negeri (PRN) dan Pilihan Raya Kecil (PRK)</i> iii) Applicable to all permanent and contract staff; iv) Applications must be accompanied by Copy of Voter Registration Record; and v) The unrecorded leave to be recorded in service statement & leave statement.	The number of days corresponds to the actual date the staff votes.
17.	Haemodialysis Treatment	i) Granted to staff for the purpose of undergoing haemodialysis treatment; ii) Staff must submit verification documents from a Government or Private Medical Officer confirming the need for haemodialysis treatment	The number of days shall be based on the date of haemodialysis treatment, subject to a maximum of 20 days within one (1) calendar year.

NO.	GROUP UNRECORDED LEAVE	SPECIFIC CONDITIONS	DURATION
		<ul style="list-style-type: none"> iii) Haemodialysis treatment may be carried out at Ministry of Health hospitals, non-governmental organizations, private dialysis centres, treatment centres at universities, military dialysis treatment centres, and homes/other locations approved by a Government or Private Medical Officer; iv) Private haemodialysis treatment centres must be registered under the Private Healthcare Facilities and Services Act 1998 (Act 586); v) Staff are not entitled to a medical certificate after receiving haemodialysis treatment; vi) If a staff receives a medical certificate after undergoing haemodialysis treatment, the staff must use sick leave entitlements vii) Applicable to all permanent and contract staff; viii) Applications must be accompanied by appointment schedule or treatment record; and ix) The unrecorded leave to be recorded in service statement & leave statement. 	
18.	Celebration (Good Friday, Deepavali, Christmas Eve, Second Day Hari Raya Haji, Thaipusam)	<ul style="list-style-type: none"> i) Celebration Leave under this Group Unrecorded Leave includes the following: <ul style="list-style-type: none"> a. Good Friday; b. Deepavali; c. Christmas Eve; d. Second Day of Hari Raya Haji; and e. Thaipusam. ii) Group Unrecorded Leave for Good Friday is granted to staff who profess the Christian faith in states where Good Friday is not recognized as a public holiday; iii) For Hindu staff serving in states where Deepavali is a public holiday, Group Unrecorded Leave for Deepavali may be granted to observe the celebration either one day before or the second day of 	The number of days is one (1) day within one (1) calendar year for each festival.

NO.	GROUP UNDRECORDED LEAVE	SPECIFIC CONDITIONS	DURATION
		<p>Deepavali, in addition to the public holiday.</p> <p>iv) For Hindu staff serving in Sarawak (a state where Deepavali is not a public holiday), the implementation of Group Unrecorded Leave for Deepavali is as follows:</p> <p>a. If Deepavali falls on a working day, the officer may apply for CTR on that day; or</p> <p>b. If Deepavali falls on a Sunday, the officer may apply for CTR on the next working day.</p> <p>v) Group Unrecorded Leave for Christmas Eve is granted to staff who profess the Christian faith in states where Christmas Eve is not recognized as a public holiday;</p> <p>vi) Group Unrecorded Leave for the Second Day of Hari Raya Haji is granted to Muslim staff as an additional day following the public holiday for Hari Raya Haji in states where the second day is not a public holiday;</p> <p>vii) Group Unrecorded Leave for Thaipusam is granted to Hindu staff for celebrating Thaipusam in states where Thaipusam is not recognized as a public holiday</p> <p>viii) Applicable to all permanent and contract staff;</p> <p>ix) Applications must be accompanied by copy of NRIC or confirmation document verifying that the applicant is of the Islam, Hindu, Christian or related religion; and</p> <p>x) The unrecorded leave to be recorded in service statement & leave statement.</p>	

