



Our Ref. : IIUM/202/4/1  
Date : 5<sup>th</sup> March 2026

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

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

*Assalamualaikum Warahmatullahi Wabarakatuh*

## STAFF SERVICE CIRCULAR NO. 07/2026

### HAJJ LEAVE POLICY

- Adoption of Ceraian SR.5.3.1 on Improvement of Hajj Leave and Abolishment of the Requirement of the Criteria for Confirmation in Service
- Inclusion of Malaysian Contract Staff to be considered for Unpaid Leave in order to Perform Hajj

## 1. OBJECTIVE

The objective of this circular is to notify all Deans/Directors of the Kulliyahs / Centres / Divisions / Institutes / Offices / Mahallahs pertaining to the adoption of Ceraian SR.5.3.1 on Improvement of Hajj Leave and abolishment of the confirmation in service requirement and the inclusion of Malaysian contract staff as eligible applicants for unpaid leave to perform Hajj.

## 2. BACKGROUND

- 2.1 The current policy on Hajj Leave is stated in the Staff Service Circular No. 22/2024.
- 2.2 Based on the above policy, the eligibility of Hajj Leave for contract staff is as follows:-
  - i) 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.



- ii) An International contract staff upon completion of ten (10) years' service.
  - iii) An International contract staff other than those listed 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.
- 2.3 The current policy on unpaid leave to perform Hajj for contract staff applies only to international contract staff and does not cover Malaysian contract staff.
- 2.4 The University approved the unpaid leave applications from Malaysian contract staff to perform Hajj on case-by-case basis, despite not meeting the eligibility criteria for Hajj Leave. The approval was based on the consideration that it was their first call of hajj and they had fully utilised their annual leave.
- 2.5 The Public Service Department (PSD) through its letter ref. JPA.(S)800-1/1/6 JLD.9 (9) dated 10<sup>th</sup> September 2025 has improved the Hajj Leave benefits as follows:
- a) **Abolishment** of the requirement of the criteria for confirmation in service; and
  - b) The Hajj leave may be approved up to forty (40) days, inclusive of rest day and Public Holidays. In the event that the Hajj Leave period exceeds 40 days, the leave entitlement shall be based on the **duration determined by the Hajj organiser** or 40 days, **whichever is higher**.

The effective date of implementation is **1<sup>st</sup> January 2026**.

### 3. DECISION

- 3.1 The Staff Service Committee (SSC) Meeting No. 2/2025 and No. 3/2025 held on 8<sup>th</sup> July 2025 and 7<sup>th</sup> October 2025 respectively, approved the following:-
- i) Contract staff (both Malaysian and International) who have not yet fulfilled the required duration of service to qualify for full pay Hajj Leave as outlined in the Hajj Leave Policy, may be considered for **Unpaid Leave** to perform Hajj, subject to the following criteria:
    - a) It is the 1st call of Hajj; and
    - b) Has fully utilised their annual leave.
  - ii) The adoption of Ceraian SR.5.3.1 on Improvement of Hajj Leave as follows:-
    - a) Abolishment of the requirement of the criteria for confirmation in service;

- b) The Hajj leave may be approved up to forty (40) days, inclusive of rest day and Public Holidays. In the event that the Hajj Leave period exceeds 40 days, the leave entitlement shall be based on the **duration determined by the Hajj organiser** or 40 days, **whichever is higher.**
- 3.2 The effective date of implementation shall be applicable to IIUM staff performing Hajj in the year **2026.**
- 3.3 The updated version of Hajj Leave Policy is attached as in *Appendix A.*
- 3.4 With the issuance of this circular, the Staff Service Circular No. 22/2024 on Hajj Leave Policy is superseded.

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"**



**WAN NAJIHAH NURASHIKIN BT. WAN ABDULLAH**  
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

*WNN/KA/AMA/nas2250*

## HAJJ LEAVE POLICY

No.	Item	Description
1.	Hajj Leave	<ul style="list-style-type: none"> <li>i. Hajj Leave is a full pay leave for Muslim staff appointed in IIUM.</li> <li>ii. Hajj Leave is given <b>ONLY ONCE</b> throughout the service of the staff in IIUM.</li> </ul>
2.	Eligibility	<p>The categories of staff allowed to apply for Hajj Leave are as follows:</p> <ul style="list-style-type: none"> <li>i. Staff who are appointed on <b>permanent</b> basis.</li> <li>ii. Staff who are appointed on temporary basis and have served for at least six (6) years continuously.</li> <li>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.</li> <li>iv. An International contract staff upon completion of ten (10) years' service.</li> <li>v. Contract staff (both Malaysian and International) who have not yet fulfilled the required duration of service to qualify them for full pay Hajj Leave as outlined above, may utilise their annual leave entitlement to perform Hajj. In the event the annual leave is not sufficient, the staff <b>may be considered for unpaid leave</b> subject to the following criteria: <ul style="list-style-type: none"> <li>a) It is the 1st call of Hajj; and</li> <li>b) Has fully utilised their annual leave.</li> </ul> </li> </ul>
3.	Duration	<ul style="list-style-type: none"> <li>i. A maximum of forty (40) days, <b>or the actual duration determined by the Hajj organiser</b> (including rest day and Public Holidays; <b>whichever is longer</b>) counted from the date of departure.</li> <li>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.</li> </ul>

No.	Item	Description
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>
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, or the actual duration determined by the Hajj organiser (including rest day and Public Holidays); whichever is higher.
6.	Others	<p>i. Any non-fixed allowance will be stopped for staff who are approved for any combination of leave exceeding twenty-eight (28) days, based on the policy currently in force.</p> <p>ii. Hajj leave of less than forty (40) days may be approved based on the actual duration applied, subject to a maximum of 40 days.</p> <p>iii. Any application to shorten the Hajj leave due to service exigencies may be approved, and the staff shall be deemed to have fully utilised his entitlement, which is granted once throughout his service.</p>

*Staff Service Committee No. 2/2025  
Management Services Division  
07.10.2025*