

3. IMPLEMENTATION

3.1 Following the University's readiness for the implementation of WFH arrangements due to the conflict in West Asia, this Circular is issued to facilitate the implementation of WFH arrangements while ensuring continuity of University operations and safeguarding staff welfare, subject to the following provisions:

No.	Item	Description
1.	Eligibility	<p>The WFH arrangement may be granted to staff who fulfil the following conditions:</p> <ul style="list-style-type: none"> i. Staff serving at IIUM Gombak Campus, IIUM Kuala Lumpur Campus and IIUM Kuantan campus; and the one-way travelling distance from office to registered residential address exceeds 8 kilometres; ii. Staff whose duties can be effectively performed from home, based on their Job Description (JD) and measurable work outputs; and iii. Subject to approval by the Immediate Supervisor/Head of Department (HOD), taking into account operational requirements and that the staff is able to produce the required work output with the expected quality and within the timeline determined by the Immediate Supervisor/HOD.
2.	Academic staff (T&L)	<p>The approval and implementation of WFH arrangements for academic staff involved in Teaching and Learning (T&L) shall be at the discretion of the Dean/Head of Department (HOD), taking into consideration the nature of academic responsibilities, service delivery requirements, productivity, and institutional integrity.</p> <p>In this regard, the Dean/HOD may exercise appropriate flexibility in determining the suitability, mode, and implementation of WFH arrangements for academic staff based on operational and academic needs.</p>



No.	Item	Description
3.	Services Exempted from WFH	<p>The following categories of staff are not eligible for WFH and are required to be physically present at their respective workplaces:</p> <ol style="list-style-type: none"> i. Staff, positions, or departments directly involved in Teaching and Learning (T&L) activities, except where such activities are approved by the University authority to be conducted via online. ii. Staff under service schemes whose Job Descriptions (JDs) cannot be performed from home, including but not limited to Engineers, Technicians, General Service Assistants, Science Officers, Security Services, Medical and Health Services, and technical or laboratory support services. iii. Frontline and counter service operations. iv. IIUM On Demand and Part Time Staff. v. Staff who reside at the University's Housing or send their children to childcare centres or schools within an 8-kilometre radius of IIUM Campus. vi. Staff who does not have sufficient work facilities at home. vii. Any other roles or services that require physical presence at the designated duty station, as determined by the respective Immediate Supervisor/HOD based on Kulliyahs/Centres/Divisions/Institutes/Offices (KCDIO) Readiness Assessment (for F2F/WFH identification)
4.	Working day	<ol style="list-style-type: none"> i. WFH is allowed for a maximum of three (3) days per week; from Tuesday to Thursday. WFH on Monday and Friday is not permitted. ii. WFH may be full day, half day, or rotational basis. The scheduling of WFH must be managed to ensure that departmental operations remain unaffected.



No.	Item	Description
5.	Workplace	<ul style="list-style-type: none"> i. Staff must perform as per normal office hours at registered residential address in the Human Resource Information System (HURIS). ii. The WFH location shall be the staff's registered residential address as recorded in the HURIS.
6.	Implementation	<ul style="list-style-type: none"> i. Applications for WFH must be submitted through HURIS on a weekly basis. Any subsequent or repeated WFH arrangement shall require a new application, subject to a satisfactory weekly assessment by the Immediate Supervisor/HOD. ii. Immediate Supervisor/HOD shall determine clear deliverables prior to approving the WFH arrangement and monitor the daily work output via weekly report of staff under such arrangements. iii. Staff must utilise official University communication channels and comply with all information security requirements when handling official matters. iv. Staff shall remain contactable during official working hours and may be required to work at the office when necessary. v. The list of staff names approved for WFH by the Immediate Supervisor/HOD through KCDIO Readiness Assessment Template shall be submitted for registration in the SPOT-Me system or any other relevant platform, which shall serve as the official record for WFH. vi. Management Services Division (MSD)/KCDIO may conduct random visits to the registered residential address to ensure compliance with the WFH arrangement.
7.	Monitoring mechanism	<ul style="list-style-type: none"> i. Immediate Supervisors/HODs are responsible for monitoring staff performance, productivity, and availability under the WFH arrangement. MSD will review the KCDIO reports on a quarterly basis.



No.	Item	Description
		ii. Upon approval of WFH application, staff must record their attendance (i.e. clock in and clock out) through HURIS, indicating “WFH” in the remarks section for record purposes, pending the full implementation of the SPOT-Me system or any other relevant platform. iii. Any non-compliance with workplace requirements or attendance recording may result in the withdrawal of WFH privileges. Both the Immediate Supervisor/HOD and the staff concerned may be deemed negligent in the performance of their duties and shall be subject to disciplinary action.
8.	General Provision	The cost of utilities, including telephone bills, electricity, internet and any other related expenses, shall be borne by the staff.

- 3.2 WFH arrangements due to the conflict in West Asia will take effect from **1st June 2026 until further notice.**
- 3.3 The approval of WFH arrangements shall remain at the discretion of the Immediate Supervisor/HOD, provided that such arrangements do not adversely affect the productivity of the staff, departmental service delivery, and the overall operations of the University.
- 3.4 The University reserves the right to revise and update the Guidelines from time to time.
- 3.5 The University calls upon all staff to uphold professionalism, amanah, and accountability in carrying out their duties, in line with IIUM’s aspiration towards Ummatic Excellence.

All Deans/Directors are kindly required to disseminate this information to all staff at the Kulliyahs/Centres/Divisions/Institutes/Offices.

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
: Chief Librarian

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