



MANAGEMENT SERVICES DIVISION

IIUM/202/5/2/1/71

26/11/2012

Sr. Nor Yasmin Jamaluddin
General Manager
IIUM Centre for Continuing Education Sdn Berhad (ICCE)
Ground Level, Ahmad Ibrahim Kulliyah of Laws

Dear Sr.,


Assalamualaikum wa rahmatullahi wa barakatuh

REQUEST FOR UNRECORDED LEAVE FOR IIUM STAFF

May I kindly refer you to the above matter and your letter dated 6th November 2012.

2. Please be informed that the University has no objection to grant unrecorded leave to IIUM staff who are sitting for the examination. However, the unrecorded leave are eligible for the days of examination only. Unrecorded leave for sitting examination can be updated by the leave liaison officer at the respective Kulliyah / Centre / Division and must be supported by the official documents and approved by the Head of Department. This is in line with Section 44 of Chapter 'C' of General Order which was adopted by IIUM.

Your kind understanding on this matter is highly appreciated.


RUSNANI DIN @ YAAKOB
for Director
Human Resource Management
Management Services Division

RDY/ra

Asmti,
Please published on
our website for IIUM
Staff.

Garden of Knowledge and Virtue

