

Reference No. : CUCMS/HR/12-2 / (2)



Nurturing the Passion to Care

CYBERJAYA UNIVERSITY COLLEGE OF MEDICAL SCIENCES (CUCMS)

**SERVICE CIRCULAR NUMBER 2
2010**

POLICY ON UNPAID LEAVE

Registrar Office June, 2010

Copied to:
Chairman, In-Fusion Education Sdn. Bhd.
Chairman, CUCMS's Board of Governor.
President, CUCMS.
All Deans,
All Directors,
All Heads of Department,
All Staff

CYBERJAYA UNIVERSITY COLLEGE OF MEDICAL SCIENCES

CUCMS/HR/12-2 / (2) , 2010

11 June, 2010

SERVICE CIRCULAR NO. 2/ 2010

POLICY ON UNPAID LEAVE

1.0 OBJECTIVE

- 1.1 The objective of this policy is to set procedures for unpaid leave application.
- 1.2 Faculty and staff may request a leave without pay for personal (following spouse overseas or furthering education) or medical reasons, including pregnancy. A leave implies that the same or a similar position will be made available to the individual upon return from leave. Requests for leave are subject to approval by the President of the University.

2.0 BACKGROUND

2.1 POLICY

The staff of the University would be allowed to apply for the Unpaid Leave for a maximum period of two years.

2.2 ELIGIBILITY

- 2.2.1 The applicant must serve the University for more than a year and has completed his/her annual leave;
- 2.2.2 The applicant can requests for leave without pay and is subject to recommendation by the Dean / the Director;
- 2.2.3 The maximum number of leave without pay is two years. If the applicant needs more of the given due to a valid reason, they may apply for extension and need to be recommended by the Dean / the Director;
- 2.2.4 The University normally grants a leave without pay only with the clear understanding that the faculty member will return to his or her University position. A leave will not be granted to accept an ongoing position at another institution or business, unless such action is considered by the appropriate administrative officials as an outstanding professional development opportunity for the faculty member, who intends to return to his or her University position; and

2.2.5 Unpaid leave can not be carry forward and applicant will not be eligible to claim for any kind of compensation rewards and company's benefit as stipulated in the term and conditions of services during the Unpaid Leave.

2.3 CRITERIA

2.3.1 Personal reason (Furthering Study / Following Spouse Overseas)

- a) Applicant need to write a letter and stated a specific reason to be attached with the Unpaid Leave Form; and
- b) Available annual leave should be used prior to the approval of a personal reason.

3.3.2 Medical reason

- a) Satisfactory medical documentation is required for medical leave and must indicate a projected date for return to work; and
- b) Available medical leave should be used prior to the approval of a unpaid medical reason.

2.4 The University reserves the right to amend or to add new clauses to this policy as it deems fits.

2.5 APPROVAL

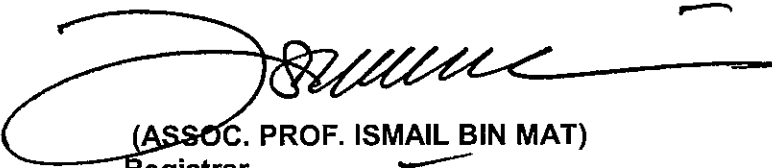
The President of the University is the final approval authority.

This Circular is effective **1 June, 2010**.

Thank you.

"NURTURING THE PASSION TO CARE"

Yours sincerely,



(ASSOC. PROF. ISMAIL BIN MAT)
Registrar