

LEAVE ENTITLEMENT

1. ANNUAL LEAVE
2. SICK LEAVE
3. MATERNITY LEAVE
4. LEAVE ON HALF-PAY
5. LEAVE WITHOUT PAY
6. PILGRIMAGE LEAVE
7. UNRECORDED LEAVE/OFF RECORD LEAVE
8. LEAVE FOR SITTING FOR EXAMINATION
9. WIFE ON MATERNITY LEAVE
10. LEAVE BECAUSE OF DEATH OF A CLOSE FAMILY MEMBER
11. LEAVE FOR APPOINTED TRAINERS IN THE NATIONAL SERVICE TRAINING PROGRAM
12. REPLACEMENT LEAVE
13. LEAVE FOR SPECIAL MEDICAL DUTY
14. NATURAL DISASTER LEAVE
15. CONFERENCE LEAVE
16. RESEARCH LEAVE
17. SABBATICAL LEAVE

TYPES OF LEAVE GIVEN

1. Annual leave

- (1) Annual leave is a facility given to every staff annually for the wellbeing of the staff and also to improve the productivity and efficiency of the staff.
- (2) Staff of the University of Malaya appointed with effect from 1st January 2009 can enjoy annual leave benefits as follows:

Grade	<u>Annual Eligibility</u>	
	Below 10 years of service (days)	10 years of service and above (days)
Special Grade C & above	25	25
Grade 31 - 54	25	25
Grade 21 - 30	25	25
Grade 1 - 20	20	25

2. Sick leave

- (1) Paid sick leave is given to staff who cannot report for duty after being confirmed by a medical officer or a medical board or a panel doctor as unfit for carrying out his/her duty.
- (2) Contract staff qualify for sick leave not exceeding 15 days per year.
- (3) The length of sick leave and the authority to approve are as follows:-

Type of Sick Leave	Maximum Length	Person To Approve
Sick leave (full pay)	90 days	Head of Dept.
Extended sick leave (full pay)	90 days	Vice Chancellor

At this juncture, staff must finish all annual leave for further eligibility of sick leave.

Extended sick leave (half-pay)	90 days	Vice Chancellor
Sick Leave (no pay)	90 days	Vice chancellor

3. Maternity Leave

Maternity leave is a benefit given to female staff for maximum 300 days inclusive of weekends and public holidays. Staff is given flexibility to choose within 60 days to 90 days maternity leave.

4. Leave on Half-Pay

Half-pay leave is a benefit given to staff for reasons of health of nearest family members. This leave cannot exceed 14 days in any year.

5. Leave Without Pay

Subject to exigency of service, leave without pay can only be given to staff on the following grounds:

- (1) Important personal matters within or outside the country. Staff are eligible for 30 days for each completed year of service but not exceeding 360 days; or
- (2) Following husband/wife who is serving or attending a course, within or outside the country for a maximum duration of three years or for the duration of the spouse's service/course, whichever is shorter; or
- (3) Leave to take care of a child immediately after the completion of the 60 days maternity leave. This leave can be taken fully or partially up to a maximum duration of 1825 days (5 years).

6. Pilgrimage Leave

- (1) Full pay for 40 days inclusive of week-ends and public holidays is a benefit given to Muslim staff for pilgrimage to Mecca.
- (2) Pilgrimage leave is allowed only once in the entire service of a staff and is subject to staff's confirmation and at least four years of service.

7. Unrecorded Leave/Off Record Leave (For permanent staff only)

Unrecorded leave is a benefit that can be considered for a staff to attend or participate in an activity subject to exigency of service. The authorized officer can on his/her discretion approve unrecorded leave for a period not exceeding fourteen (14) days or thirty (30) days whichever is concerned in a year for the following activities:

- (1) Attend training or annual voluntary forces, army or police camp and other courses (limited to 30 days per year)
- (2) Selected to participate in any sport at university, national or international level (limited to 30 days a year).
- (3) Attend scheduled training or annual organization/association work camp (limited to 14 days per year).
- (4) Attend scheduled meetings of professional academic associations (limited to 14 days per year).

8. Leave For Sitting For Examination (For permanent staff only)

- (1) Subject to approval, unrecorded leave is given to staff to attend any examination that is regarded beneficial to the organization or can improve the career of the staff concerned.
- (2) The leave should be limited to the days needed for that examination only.

9. Wife On Maternity Leave (For permanent staff only)

- (1) The University authority can approve unrecorded leave for seven (7) days to a male staff to help out after his wife's delivery.
- (2) The leave starts on the delivery day or on the following day if the wife delivers after office hours.
- (3) The leave includes all weekends and public holidays.
- (4) This benefit is restricted to five (5) times throughout the service.

10. Leave Because Of Death Of A Close Family Member (For permanent staff only)

- (1) The University authority can approve unrecorded leave for three (3) days to a staff for the death of a close family member (that is, husband or wife, children or staff's own father or mother) only.
- (2) The leave starts on the day the close family member pass away or on the following day if the family member pass away after office hours.
- (3) The leave includes all weekends and public holidays.

11. Leave For Appointed Trainers in the National Service Training Program (For permanent staff only)

The University authority can approve unrecorded leave to staff appointed as trainers for the National Service Training Program for the duration of time to follow courses and carry out the duties of a trainer.

12. Replacement Leave

Staff who do not qualify to receive payment for working overtime can be given replacement leave. The replacement leave should be the same as the time spent doing the overtime duty.

13. Leave For Special Medical Duty

Staff who carry out specific medical duties can be given Special Medical Duty Leave amounting to 14 days at any time.

14. Natural Disaster Leave

- (1) The Head of Responsibility Centre has the authority to grant permission to staff not to turn up for work in the event of any emergency reasons such as flood, landslide, earthquake, fallen bridge, other unfortunate or natural disasters, curfews and public restriction orders by the authorities causing the roads to the office to be blocked.
- (2) Staff are required to submit information and confirmation of the emergency.

15. Conference Leave

Conference Leave is leave given to staff who are eligible to attend or participate in conferences/seminars/symposiums/colloquiums/forums/meetings which involve academic discussion aiming to upgrade in their expertise and professionalism in their respective careers. Staff are entitled to 16 days conference leave per year excluding weekends and public holidays. Priority will be given for those who are presenting paper.

(1) Eligibility of applicant

- (a) Academic staff
 - (i) permanent staff
 - (ii) contract staff with a minimum term of employment of 2 years or more
 - (iii) temporary staff such as SLAB teachers who have completed training and have been appointed as Temporary Lecturers
 - (iv) staff on study leave or sabbatical leave
- (b) Permanent Non Academic staff in the Management and Professional category
- (c) Permanent and confirmed support staff

(2) Funding assistance

Funding assistance which is provided covers all or some of the following:

- (a) Flight fare (APEX/Economy rate)
- (b) Travelling fare (claims made through receipts)
- (c) Hotel allowance/lodging allowance
- (d) Subsistence allowance
- (e) Registration fees

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16. RESEARCH LEAVE

Research leave is granted to staff of the University according to their eligibility to carry out research in relation to their teaching/specialisation/career development and beneficial to the university and country.

(1) Eligibility of applicant

- (a) Academic staff
 - (i) Permanent status
 - (ii) Contract status (length of appointment no less than 2 years)
- (b) Non-academic permanent, confirmed staff in the Management and Professional category (for complete their PhD or Master self sponsored)
- (c) Support staff such as Laboratory Assistants and Medical Laboratory Technicians who are involved in research projects.

(2) Duration of Research leave

- (a) Research leave can be taken at any time in an academic session. However, it is encouraged to be taken during the semester break in order not to disrupt teaching.
- (b) Duration of research leave in an academic session:
 - (i) 90 days for permanent academic staff
 - (ii) 30 days for contract academic staff

(3) Place of research leave

Research may be carried out within or outside the country for research leave.

(4) Funding Assistance

The management of the University does not provide funding for research leave. Staff may use Vote F funding, IRPA or other research grants approved by the University to meet their expenses.

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17. SABBATICAL LEAVE

Sabbatical leave is granted to eligible academic staff to strengthen and advance academic research, and to elevate qualifications and professional activities, and gain teaching experience in other institutions of higher learning and also to further their studies.

(1) Eligibility for sabbatical leave

Academic staff except Language Teachers and Tutors are eligible for sabbatical leave:

- (a) Confirmed
- (b) Does not exceed the retirement age at 55 years:
 - (i) 53 years on the date the sabbatical leave is completed if leave is taken after 5 years of service; or
 - (ii) 54 years on the date the sabbatical leave is completed if leave is taken after 3 years of service.
- (c) Does not exceed the following age for those retiring at 56 years:
 - (i) 54 years on the date the sabbatical leave is completed if leave is taken after 5 years of service; or
 - (ii) 55 years on the date the sabbatical leave is completed if leave is taken after 3 years of service.
- (d) Does not exceed the following age for those retiring at 58 years:
 - (i) 55 years on the date the sabbatical leave is completed if leave is taken after 5 years of service; or
 - (ii) 56 years on the date the sabbatical leave is completed if leave is taken after 3 years of service.

(2) Duration of sabbatical leave

- (a) Five (5) months for staff who have served for 3 continuous years; or
- (b) Nine (9) months for staff who have served for 5 continuous years .

(3) Place of sabbatical leave

- (a) Five (5) months sabbatical leave
 - (i) Only programmes carried out in Malaysia are approved.
 - (ii) In special cases, full programmes or partial programmes carried out overseas are approved on condition that staff are paid overseas allowance in accordance to local rates.
- (b) Nine (9) month sabbatical leave
 - (i) The programme can be carried out completely in Malaysia; or
 - (ii) The programme can be carried out completely or partially in Malaysia on condition that the stay overseas is at least four (4) months to be eligible to obtain the sabbatical leave overseas allowance and other facilities.

(4) Sabbatical leave allowance

- (a) Local sabbatical leave:
 - (i) Book allowance
 - (ii) Subsistence allowance
- (b) Overseas sabbatical leave (minimum 4 months) for the 9 month sabbatical leave eligibility will be paid:
 - (i) Book allowance
 - (ii) Subsistence allowance
 - (iii) Winter clothing allowance
 - (iv) Medical allowance
 - (v) Travelling expenses
 - (vi) Bench Fees
 - (vii) Visa
 - (viii) Final year course allowance (for 9 month full at overseas)

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