






**Universiti Islam Sultan Sharif Ali
(UNISSA)**

PROCEDURES MANUAL

Subject	EXIT COUNTRY APPLICATION
Section:	ADMINISTRATION

	NAME	POSITION	SIGNATURE
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This procedure manual will help all staff in understanding the procedure of processing leave application.

1.1 Purpose

To ensure that the exit country application is process is organized and base on regulation that has been implemented by the government.

1.2 Scope

This scope of this manual is to ensure that all exit country application and follow the regulation set by the government

1.3 Responsibilities

Responsibility	Description
Registrar	To check exit country leave application and sign approval for applicant
Assistant Registrar	To check exit country leave application and sign approval for applicant
Clerk	To chop UNISSA chop near approver signature To make copy of approve application to be put into applicant personal file To submit original copy of approve application to applicant To key in information of applying exit country leave in SSM
Supervisor	To key in information of applying exit country leave in SSM
Applicant	To fill in exit country leave application form.

2 Definitions and Abbreviations


2.1 Definitions

Leave Application

It is platform for applicant to apply for their annual leave and mandatory leave.

2.2 Abbreviations


LAF	Exit Country Application
SSM	<i>Sistem Sumber Manusia</i>

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3 Procedure Details

Activity	Details	Responsible Person	Documented Information	Duration
Start	1. Filling exit country form			
Filling form	1.1 Applicant fill in leave application form and submit to administration through respective head of section	Applicant		
Review form and recommended	2. Review of application by head section/ Department			
Submit form	2.1 head of section review applicant exit country form (applicable to Division II staff and above). For Staff below division II applicant may submit directly to administration section	Head of section		1-2 working days
Receive form	3. Submitting exit country form for approval			
Review form and approve	3.1 Submit exit country to leave application to administration Section	Section clerk		
Copy approve form and return form	4. Receive exit country application			
End	4.1 Receive exit country application	Admin clerk		
	4.2 Review exit country application whether to approve or not on the date apply for exit country and sign	Registrar / Assistant Registrar	Surat keliling Jabatan Perdana Menteri 11/199 bab 9 dari Peraturan-Peraturan Pegawai-Pegawai Kerajaan (Kelakuan dan Tatatertib) Penggal 83 Akta Suruhanjaya Perkhidmatan Awam	1-2 working days
	4.3 stamp UNISSA chop that has already been signed	Admin clerk		
	4.4 make copy approve exit country for personal file and return to applicant	Admin clerk		
	4.5 Updating Exit county information in SSM for applicant	Supervisor / Admin Clerk/ Admin Office Assisstant		

4 References

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