






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

PROCEDURES MANUAL

Subject	LEAVE APPLICATION
Section:	ADMINISTRATION

	NAME	POSITION	SIGNATURE
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1 Introduction

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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 leave 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 annual leave application and follow the regulation set by the government

1.3 Responsibilities

Responsibility	Description
Head of section	To review leave application from applicant. Head of Section in Faculty/ Student Affair Section is Dean, Centre is Director, and head of section in other Section may be Rector, Deputy Rector, Assistant Rector, Acting Registrar, and Bursar. Their job is as first approver of leave application
Head of office	To review leave from applicant for final approval. The head of Office is Rector. Deputy Rector, Assistant Rector, and Acting Registrar may approve leave application on behalf of Rector according to Faculty/Centre/Unit/Section under their control.
Acting Registrar	To check and sign acting letter
Admin Assistant Registrar	To check and sign acting letter
Supervisor	To calculate and supervise admin clerk the amount of remaining leave. To key in information on leave application in SSM
Admin Clerk	To calculate and check the amount of remaining leave. To prepare letter of acting to be sign by Acting Registrar or Admin Assistant Registrar To make copy of Leave application that has been approved by head office and put into applicant personal file To prepare acting letter for Acting Registrar or Admin Assistant Registrar to sign
Clerk	To submit leave application to administration that has been approved by head of section
Applicant	To fill in leave applicant form. Applicant are Academic Staff and Supporting Staff To fill in consent of acting form and get consent signature

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2 Definitions and Abbreviations


2.1 Definitions

Leave Application

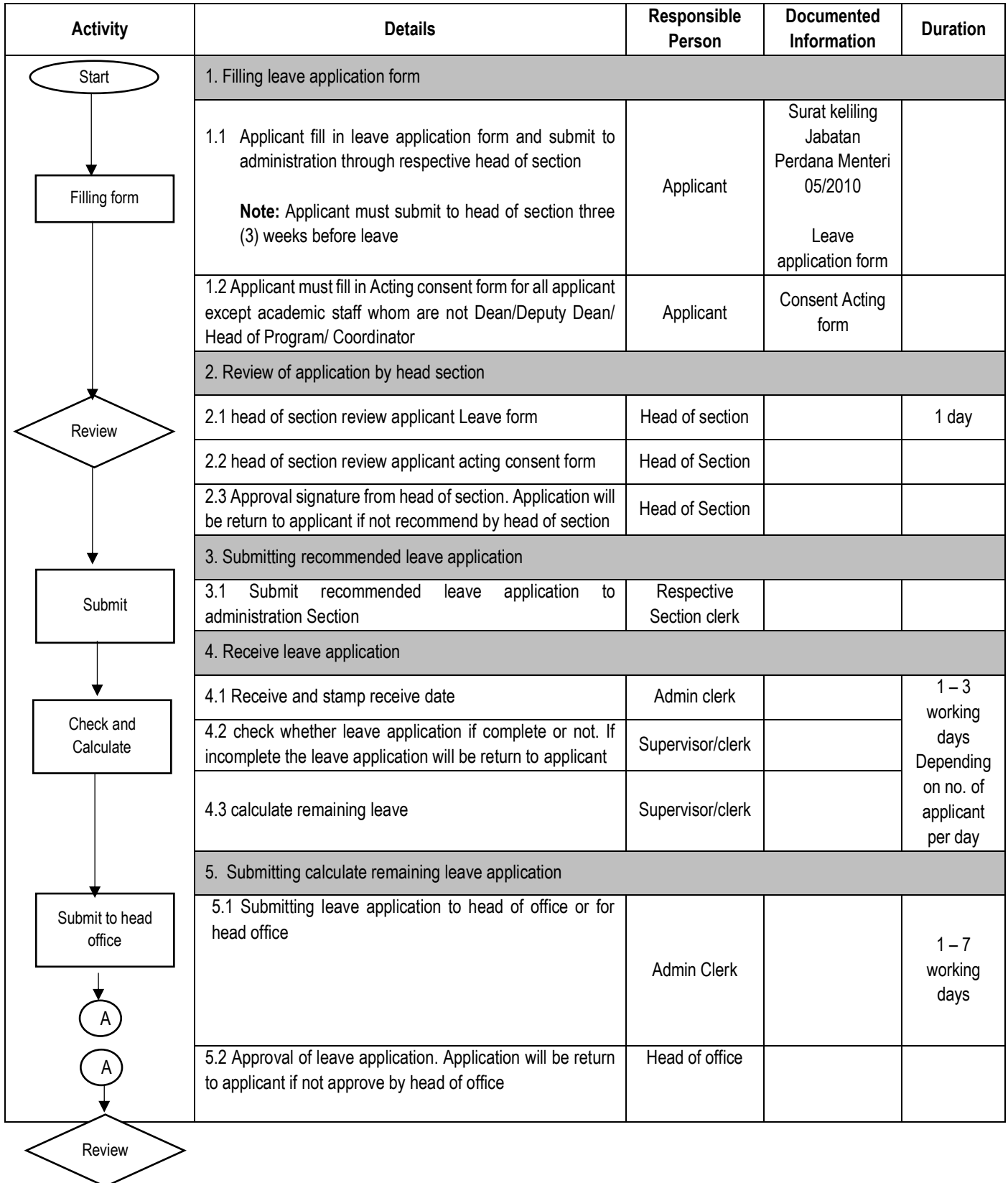
It is platform for applicant to apply for their annual leave and mandatory leave.


2.2 Abbreviations

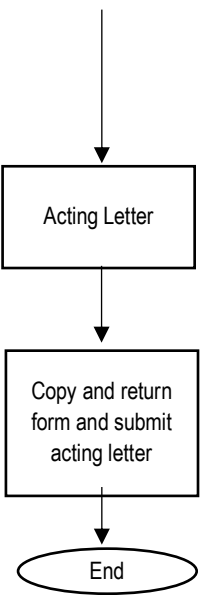
LAF	Leave Application form
SSM	<i>Sistem Sumber Manusia</i>

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3 Procedure Details



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	Note: Applicant whom are Dean and Deputy Dean will brought to Executive Officer Meeting before approve by head of office			
	6. Receive approve leave application from head of office			
	6.1 preparing acting letter (if applicable) Proceed to 6.3 if not applicable	Admin clerk		1 – 3 working days Depending on no. of applicant per day
	6.2 signing acting letter (if applicable)	Acting Registrar / Admin Assistant Registrar	Surat keliling Jabatan Perdana Menteri 04/2008	
	6.3 make copy of acting letter to put into personal file and original will be given to the person who will be acting during the applicant leave	Admin clerk		
	6.4 make copy approve of leave application to put into personal and original approve application will be given to applicant	Admin clerk		
	6.5 Updating GEMS	Supervisor / Admin Clerk		

4 References

- Surat keliling Jabatan Perdana Menteri 05/2010
- Leave application form