

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld. 2 (29)

16 Disember 2013
13 Safar 1435

PEKELILING PENTADBIRAN BIL. 48/2013

PELAKSANAAN CUTI MINGGUAN BAHARU UNIVERSITI TEKNOLOGI MALAYSIA KAMPUS JOHOR BAHRU

Sukacita dimaklumkan bahawa Kerajaan Negeri Johor telah bersetuju supaya hari cuti mingguan negeri Johor ditetapkan pada hari Jumaat dan Sabtu berkuat kuasa mulai 1 Januari 2014 seperti Pekeliling Am Kerajaan Johor Bilangan 3 Tahun 2013.

2. Sehubungan itu, Universiti Teknologi Malaysia akan menguatkuasakan pelaksanaan cuti mingguan tersebut selaras dengan keputusan Jawatankuasa Pengurusan Universiti Bilangan 22 Tahun 2013 pada 28 November 2013. Selaras dengan arahan tersebut, tempoh waktu bekerja bagi Kampus UTM Johor Bahru telah ditetapkan seperti berikut:-

HARI	WAKTU BEKERJA	WAKTU REHAT	WAKTU BEKERJA
Ahad - Rabu	8.00 pagi - 1.00 petang	1.00 petang - 2.00 petang	2.00 petang - 5.00 petang
Khamis	8.00 pagi - 1.00 petang	1.00 petang - 2.00 petang	2.00 petang - 3.30 petang

3. Berhubung gantian Hari Kelepasan, sekiranya Hari Kelepasan jatuh pada Hari Kelepasan Mingguan (Jumaat) atau Hari Kelepasan yang lain, maka hari tersebut digantikan dengan hari bekerja berikutnya dan jika hari yang kemudiannya itu pula merupakan Hari Kelepasan, maka hari yang berikutnya dijadikan Hari Kelepasan. Manakala sekiranya Hari Kelepasan Am jatuh pada hari Sabtu ia tidak diganti dengan hari berikutnya.

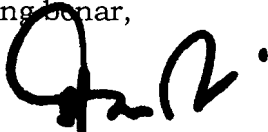
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4. Oleh yang demikian, mohon kerjasama YBhg Prof./Tuan/Puan untuk mengambil maklum akan perkara ini. Kerjasama dan perhatian YBhg Prof./Tuan/Puan didahului dengan ucapan ribuan terima kasih.

Sekian, harap maklum.

“Berkhidmat untuk Negara kerana Allah”

Yang benar,



WAN MOHD. ZAWAWI BIN WAN ABD. RAHMAN
Pendaftar

- s.k. - YBhg Naib Canselor
- YBhg Timbalan Naib Canselor (Penyelidikan & Inovasi)
- YBhg Timbalan Naib Canselor (Akademik & Antarabangsa)
- YBhg Timbalan Naib Canselor (Pembangunan)
- YBhg Timbalan Naib Canselor (Hal Ehwal Mahasiswa & Alumni)
- Pengarah Kampus UTM Kuala Lumpur
- Pegawai-Pegawai Kanan/Dekan/Pengarah

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ADMINISTRATIVE CIRCULAR NO. 48/2013

IMPLEMENTATION OF NEW WEEKEND REST DAYS UNIVERSITI TEKNOLOGI MALAYSIA, JOHOR BAHRU CAMPUS

Please be informed that the Johor State Government has declared that the weekend rest days for the State of Johor be observed on Friday and Saturday with effect on 1 January 2014 as stipulated in the Johor State Government General Circular No. 3, Year 2013.

2. In line with this, Universiti Teknologi Malaysia will enforce the implementation of the said weekend rest days in accordance with the decision of the University Management Committee No. 22, 2013 made on 28 November 2013. In accordance with the directive, the working hours at the UTM Johor Bahru Campus will be as follows:-

DAY	WORKING HOURS	BREAK	WORKING HOURS
Sunday - Wednesday	8.00 a.m. - 1.00 p.m.	1.00 p.m. - 2.00 p.m.	2.00 p.m. - 5.00 p.m.
Thursday	8.00 a.m. - 1.00 p.m.	1.00 p.m. - 2.00 p.m.	2.00 p.m. - 3.30 p.m.

3. With reference to the replacement of a Public Holiday, if the Public Holiday were to fall on a weekend rest day (Friday) or on other Public Holidays, then, that particular day will be replaced by the subsequent working day. If the subsequent day is also a Public Holiday, then the next day will be deemed a Public Holiday. However, if the Public Holiday were to fall on a Saturday, then it will not be replaced by the subsequent working day.

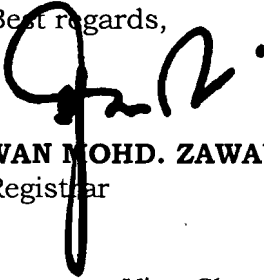
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4. Thus, please take note of the changes. Your cooperation and attention are highly appreciated.

Thank you.

“Berkhidmat untuk Negara kerana Allah”

Best regards,



WAN MOHD. ZAWAWI BIN WAN ABD. RAHMAN
Registrar

- c.c. - Vice-Chancellor
- Deputy Vice-Chancellor (Research & Innovation)
- Deputy Vice-Chancellor (Academic & International)
- Deputy Vice-Chancellor (Student Affairs & Alumni)
- Deputy Vice-Chancellor (Development)
- Director of UTM Kuala Lumpur
- Bursar
- Senior Officers / Deans / Directors