

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld.2 (53)

30 June 2014
2 Ramadan 1435

ADMINISTRATION CIRCULAR NO. 23/2014

REVISED UTM STAFF WORKING HOURS FOR THE MONTH OF RAMADAN 1435 H.E./2014 C.E.

Please be informed that in the interest of the quality of service and the welfare of staff members, the University, at the University Management Committee Meeting No. 13/2014 dated 30 June 2014 has agreed to revise the working hours of all University staff members. This is to enable all staff to return home 30 minutes earlier throughout the month of Ramadan 1435 H.E. commencing **29 June 2014 - 27 July 2014** as follows:

a) UTM Johor Bahru

Time-phased (TP)	Day	Working Hours	Break	Working Hours
TP2	Sunday-Wednesday	8.00 a.m. – 1.30 p.m.	1.30 p.m. – 2.00 p.m.	2.00 p.m. – 4.30 p.m.
	Thursday	8.00 a.m. – 1.30 p.m.	1.30 p.m. – 2.00 p.m.	2.00 p.m. – 3.00 p.m.

a) UTM Kuala Lumpur

Time-phased (TP)	Day	Working Hours	Break	Working Hours
TP1	Monday-Thursday	7.30 a.m. – 1.30 p.m.	1.30 p.m. – 2.00 p.m.	2.00 p.m. – 4.00 p.m.
	Friday	7.30 a.m. – 12.45 p.m.	12.45 p.m. – 2.45 p.m.	2.45 p.m. – 4.00 p.m.
TP2	Monday-Thursday	8.00 a.m. – 1.30 p.m.	1.30 p.m. – 2.00 p.m.	2.00 p.m. – 4.30 p.m.
	Friday	8.00 a.m. – 12.45 p.m.	12.45 p.m. – 2.45 p.m.	2.45 p.m. – 4.30 p.m.
TP3	Monday-Thursday	8.30 a.m. – 1.30 p.m.	1.30 p.m. – 2.00 p.m.	2.00 p.m. – 5.00 p.m.
	Friday	8.30 a.m. – 12.45 p.m.	12.45 p.m. – 2.45 p.m.	2.45 p.m. – 5.00 p.m.

2. These revised working hours would enable UTM staff to return home 30 minutes earlier, where the break of each respective staff will be shortened from 1 hour to 30 minutes. The revised working hours are subject to the following stipulation:

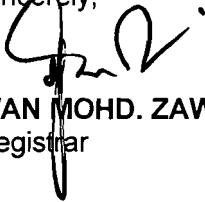
- a) The working hours are applicable only to the month of Ramadan 1435 H.E./2014 C.E.;
- b) the working hours will take effect from 29 June, 2014 (1 Ramadan 1435 H.E.) and will end on the last day of the month of Ramadan 1435 H.E./2014 C.E.
- c) any Heads of Departments are authorized to instruct their staff members to work after the revised working hours in the interest of the University; and
- d) the revised working hours shall not affect the number of working hours, comprising 40 hours per week as stipulated by the Government.

3. All Heads of Responsibility Centres (RCs) are to ensure proper monitoring of the revised working hours throughout the month of Ramadan. This is to ensure its implementation neither affect work productivity nor the smooth running of lectures, laboratories and RCs activities.

Thank you.

“Berkhidmat untuk Negara kerana Allah”

Sincerely,



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