

## UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld.3 (10)

18 Jun 2015  
29 Syaaban 1436

### PEKELILING PENTADBIRAN BIL. 16/ 2015

#### PINDAAN WAKTU BEKERJA UNTUK STAF UTM BAGI BULAN RAMADAN 1436H/2015M

Dimaklumkan bahawa atas kepentingan perkhidmatan dan kebajikan staf, pihak Universiti melalui Mesyuarat Jawatankuasa Pengurusan Universiti Bil. 12/2015 bertarikh 14 Jun 2015 telah bersetuju meminda waktu bekerja semua staf Universiti Teknologi Malaysia supaya staf dapat pulang 30 minit lebih awal sepanjang bulan Ramadan 1436 Hijrah iaitu mulai 18 Jun 2015 hingga 16 Julai 2015 seperti berikut:

a) UTM Johor Bahru

Waktu Berperingkat (WP)	Hari	Waktu Bekerja	Waktu Rehat	Waktu Bekerja
WP1	Ahad - Rabu	7.30 pagi – 1.30 petang	1.30 petang – 2.00 petang	2.00 petang – 4.00 petang
	Khamis	7.30 pagi – 2.00 petang	-	-
WP2	Ahad - Rabu	8.00 pagi – 1.30 petang	1.30 petang - 2.00 petang	2.00 petang – 4.30 petang
	Khamis	8.00 pagi – 2.30 petang	-	-
WP3	Ahad - Rabu	8.30 pagi – 1.30 petang	1.30 petang - 2.00 petang	2.00 petang – 5.00 petang
	Khamis	8.30 pagi – 3.00 petang	-	-
WP4	Ahad - Rabu	8.00 pagi – 1.30 petang	1.30 petang - 2.00 petang	2.00 petang – 4.30 petang
	Khamis	8.00 pagi – 1.30 petang	1.30 petang – 2.00 petang	2.00 petang – 3.00 petang

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b) UTM Kuala Lumpur

Waktu Berperingkat (WP)	Hari	Waktu Bekerja	Waktu Rehat	Waktu Bekerja
WP1	Isnin-Khamis	7.30 pagi – 1.30 petang	1.30 petang – 2.00 petang	2.00 petang – 4.00 petang
	Jumaat	7.30 pagi – 12.45 petang	12.45 petang – 2.45 petang	2.45 petang – 4.00 petang
WP2	Isnin-Khamis	8.00 pagi – 1.30 petang	1.30 petang – 2.00 petang	2.00 petang – 4.30 petang
	Jumaat	8.00 pagi – 12.45 petang	12.45 petang – 2.45 petang	2.45 petang – 4.30 petang
WP3	Isnin-Khamis	8.30 pagi – 1.30 petang	1.30 petang – 2.00 petang	2.00 petang – 5.00 petang
	Jumaat	8.30 pagi – 12.45 petang	12.45 petang – 2.45 petang	2.45 petang – 5.00 petang

2. Pindaan waktu ini akan melibatkan staf UTM dapat pulang 30 minit lebih awal dengan waktu rehat setiap staf akan dipendekkan dari 1 jam kepada 30 minit sahaja. Pindaan waktu ini adalah tertakluk kepada syarat-syarat seperti berikut:

- a) Waktu bekerja ini adalah terpakai untuk bulan Ramadan 1436 H/2015 sahaja;
- b) waktu bekerja ini berkuat kuasa mulai 18 Jun 2015 (1 Ramadan 1436H) dan akan tamat pada hari terakhir bulan Ramadan 1436H/2015;
- c) mana-mana Ketua Jabatan adalah dibenarkan untuk mengarahkan staf masing-masing untuk bertugas selepas waktu bekerja yang dipinda ini untuk kepentingan Universiti; dan
- d) waktu bekerja ini hendaklah tidak menjejaskan jumlah waktu bekerja iaitu 40 jam seminggu seperti yang telah ditetapkan oleh Kerajaan.

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3. Semua Ketua Pusat Tanggungjawab (PTJ) diminta memastikan pemantauan sewajarnya terhadap pindaan waktu bekerja sepanjang bulan Ramadan ini agar pelaksanaannya tidak menjejaskan produktiviti kerja, kelancaran kuliah, makmal dan aktiviti PTJ.

Sekian dimaklumkan, terima kasih.

**"Berkhidmat untuk Negara kerana Allah"**

Yang benar,

  
**HJ. ABD. JALEL BIN AHMAD**  
b.p. Pendaftar

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

# UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld. 3 (10 )

16 June 2015  
29 Syaaban 1436

## ADMINISTRATION CIRCULAR NO. 16/2015

### REVISED UTM STAFF WORKING HOURS FOR THE MONTH OF RAMADAN 1436 H.E./2015 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. 12/2015 dated 14 June 2015 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 1436 H.E. commencing 18 June 2015 - 16 July 2015 as follows:

a) UTM Johor Bahru

Time-Phased (TP)	Day	Working Hours	Break	Working Hours
TP1	Sunday-Wednesday	7.30 a.m. – 1.30 p.m.	1.30 p.m. – 2.00 p.m.	2.00 p.m. – 4.00 p.m.
	Thursday	7.30 a.m. – 2.00 p.m.	-	-
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. – 2.30 p.m.	-	-
TP3	Sunday-Wednesday	8.30 a.m. – 1.30 p.m.	1.30 p.m. – 2.00 p.m.	2.00 p.m. – 5.00 p.m.
	Thursday	8.30 a.m. – 3.00 p.m.	-	-
TP4	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.

b) 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 1436 H.E./2015 C.E.;
- b) the working hours will take effect from 18 June, 2015 (1 Ramadan 1436 H.E.) and will end on the last day of the month of Ramadan 1436 H.E./2015 C.E.
- c) any Heads of Department are authorized to instruct their staff members to work outside 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 Centre (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"**

Best regards,

  
**HJ. ABD. JALEL BIN AHMAD**  
On behalf of the 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