

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld. 4 (36)

6 Februari 2017
9 Jamadilawal 1438

PEKELILING PENTADBIRAN BIL. 3/2017

PEMAKAIAN PEKELILING PERKHIDMATAN BIL. 5/2016 DASAR BAHARU CUTI TANPA GAJI BAGI PEGAWAI YANG MENGIKUT PASANGAN BERTUGAS ATAU BERKURSUS DI DALAM ATAU DI LUAR NEGARA DAN PEKELILING PERKHIDMATAN BIL. 11/2016 KEMUDAHAN CUTI KUARANTIN

Sukacita dimaklumkan bahawa Mesyuarat Lembaga Pengarah Universiti Bil. 90 bertarikh 18 Januari 2017 telah meluluskan pemakaian Pekeliling Perkhidmatan Bil. 5/2016 berkenaan Dasar Baharu Cuti Tanpa Gaji Bagi Pegawai Yang Mengikut Pasangan Bertugas Atau Berkursus Di Dalam Atau Di Luar Negara dan Pekeliling Perkhidmatan Bil. 11/2016 berkenaan Kemudahan Cuti Kuarantin.

2. Pekeliling Perkhidmatan Bil. 5/2016 menjelaskan mengenai dasar dan pelaksanaan baharu kemudahan Cuti Tanpa Gaji (CTG) kepada pegawai yang mengikut pasangan yang bertugas atau berkursus sama ada di dalam atau di luar negara. Pekeliling Perkhidmatan ini berkuat kuasa mulai 7 November 2016.

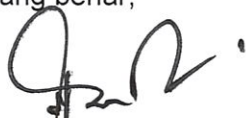
3. Pekeliling Perkhidmatan Bil. 11/2016 menjelaskan mengenai Kemudahan Cuti Kuarantin yang telah diperuntukkan di bawah Perintah Am 24 Bab C (Cuti) dipanjangkan kepada pegawai yang anaknya menghidap penyakit berjangkit dan perlu dikuarantin selaras dengan keprihatinan kepada institusi kekeluargaan dalam konteks penjagaan kesihatan anak. Pekeliling Perkhidmatan ini berkuat kuasa mulai 1 Januari 2017.

4. Sehubungan itu, semua staf diminta mengambil maklum mengenai pemakaian pekeling ini dan maklumat lanjut berhubung pekeling boleh dirujuk kepada Timbalan Pendaftar Kanan, Bahagian Sumber Manusia, Pejabat Pendaftar, Universiti Teknologi Malaysia.

Sekian dimaklumkan, terima kasih.

“Berkhidmat untuk Negara kerana Allah”

Yang benar,



WAN MOHD. ZAWAWI BIN WAN ABD. RAHMAN

Pendaftar

- s.k.
- Naib Canselor
 - Timbalan Naib Canselor (Penyelidikan & Inovasi)
 - Timbalan Naib Canselor (Akademik & Antarabangsa)
 - Timbalan Naib Canselor (Hal Ehwal Mahasiswa & Alumni)
 - Timbalan Naib Canselor (Pembangunan)
 - Pengarah Kampus UTM Kuala Lumpur
 - Bendahari
 - Ketua Pustakawan
 - Pengarah Kerja, Pejabat Harta Bina
 - Pegawai-Pegawai Kanan/ Dekan/Pengarah

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ADMINISTRATIVE CIRCULAR NO. 3/2017

PROVISIONS FOR ADMINISTRATIVE CIRCULAR NO. 5/2016 ON THE NEW POLICY FOR UNPAID LEAVE FOR OFFICERS ACCOMPANYING THEIR SPOUSES WHO ARE WORKING OR ATTENDING COURSES LOCALLY OR ABROAD AND ADMINISTRATIVE CIRCULAR NO. 11/2016 ON QUARANTINE LEAVE ENTITLEMENT

Please be informed that the University Board of Directors Meeting No. 90 dated 18 January 2017 has endorsed the use of Administrative Circular No. 5/2016 on the New Policy for Unpaid Leave for Officers Accompanying their Spouses who are Working or Attending Courses Locally or Abroad and Administrative Circular no. 11/2016 on Quarantine Leave Entitlement.

2. Administrative Circular No. 5/2016 stipulates the new policy and implementation for Unpaid Leave for Officers Accompanying their Spouses who are Working or Attending Courses either Locally or Abroad. This Administrative Circular has been enforced since 7 November 2016.

3. Administrative Circular No. 11/2016 stipulates the Leave Quarantine Entitlement allocated under General Order 24 Chapter C (Leave), extended to officers whose children suffer from infectious diseases and must be quarantined in accordance with the concerns of the family institution, in the context of children's health care. This Administrative Circular has been in effect from 1 January 2017.

4. Accordingly, all staff members are required to take note of the provisions made in these circulars. Further information pertaining to the circulars may be obtained by referring to the Senior Deputy Registrar, Human Resource Division, Office of the Registrar, Universiti Teknologi Malaysia.

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, UTM Kuala Lumpur Campus
 - Bursar
 - Chief Librarian
 - Director of Works, Office of Asset and Development
 - Senior Officers/Deans/Directors