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1.0 SKOP

Prosedur ini merangkumi semua permohonan, penerimaan dan kelulusan Cuti yang Cuti Kerana Perkhidmatan (CKP), Cuti Atas Sebab Perubatan (CSP), Cuti Tidak Berekod (CTB), dan Cuti-cuti Lain (CCL).

2.0 TANGGUNGJAWAB

Naib Canselor, Wakil Pengurusan dan Timbalan Wakil Pengurusan bertanggungjawab memastikan prosedur ini dilaksanakan. Sesiapa yang terlibat perlu mematuhi prosedur ini.

3.0 DOKUMEN RUJUKAN

Kod Dokumen	Tajuk Dokumen
Perintah-Perintah Am (Bab C)	
Perintah-Perintah Am (Bab G)	
-	e-Panduan Kemudahan Cuti
Pekeliling JPA	
Pekeliling Perkhidmatan Bilangan 7 Tahun 2003 dan Bilangan 18 2008	Pemberian Wang Gantian Cuti Rehat (GCR) dan Peningkatan Maksimum cuti Rehat dan Cuti Rehat Khas yang Boleh Dikumpul Untuk Pemberian Wang Gantian Cuti Rehat (GCR) Kepada 150 Hari
Pekeliling Perkhidmatan Bilangan 5 Tahun 2004	Pemberian Wang Gantian Cuti Rehat (GCR) kepada Pegawai Yang Memilih Skim Kumpulan Wang Simpanan Pekerja (KWSP)
Pekeliling Perkhidmatan Bilangan 2 Tahun 2006	Pindaan Peraturan Berkaitan Sijil Sakit Swasta Untuk Tujuan Kemudahan Cuti Sakit
Pekeliling Perkhidmatan Bilangan 15 Tahun 2014	Kemudahan Cuti Menjaga Anak
Pekeliling Perkhidmatan Bilangan 11 Tahun 2015	Kadar Kelayakan Kemudahan Cuti Rehat Tahunan Bagi Pegawai Perkhidmatan Awam
Pekeliling Perkhidmatan Bilangan 5 Tahun 2016	Dasar Baharu Cuti Tanpa Gaji Bagi Pegawai Yang Mengikuti Pasangan Mereka Bertugas atau Berkursus di Dalam atau di Luar Negeri
Pekeliling Perkhidmatan Bilangan 11 Tahun 2016	Kemudahan Cuti Kuarantin
Pekeliling Perkhidmatan Bilangan 3 Tahun 2017	Kemudahan Cuti Umrah

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Pekeliling Perkhidmatan Bilangan 4 Tahun 2017	Penambahbaikan Waktu Bekerja Berperingkat (WBB) Di Universiti Putra Malaysia
Pekeliling Perkhidmatan Bilangan 5 Tahun 2017	Pelaksanaan Kebenaran Pulang Awal Satu Jam Kepada Pegawai Wanita Mengandung
Pekeliling Perkhidmatan Bilangan 11 Tahun 2017	Kemudahan Cuti Bersalin Pegawai Perkhidmatan Awam
Surat Pekeliling JPA	
Surat Pekeliling Perkhidmatan Bilangan 11 Tahun 1980	Cuti Tidak Berekod Bagi Pegawai-Pegawai Kerajaan Yang Dipilih Untuk Mengambil Bahagian Dalam Sukan-Sukan Perwakilan
Surat Pekeliling Perkhidmatan Bilangan 14 Tahun 2007	Penjelasan Mengenai Perkara Perkhidmatan Dalam Melaksanakan Pemberian Kemudahan Cuti Menjaga Anak
Surat Pekeliling Perkhidmatan Bilangan 2 Tahun 2017	Kebenaran Gantian Cuti Rehat Melebihi 150 Hari Digunakan Sebagai Cuti Rehat Pada Tahun Persaraan
Surat Edaran JPA	
Surat Edaran: JPA(S)223/8/3 Klt.15 (9) bth 21 Oktober 2010	Penambahbaikan Dasar Mengenai Penerimaan Sijil Sakit Yang Dikeluarkan Oleh Hospital/Klinik Di Singapura.

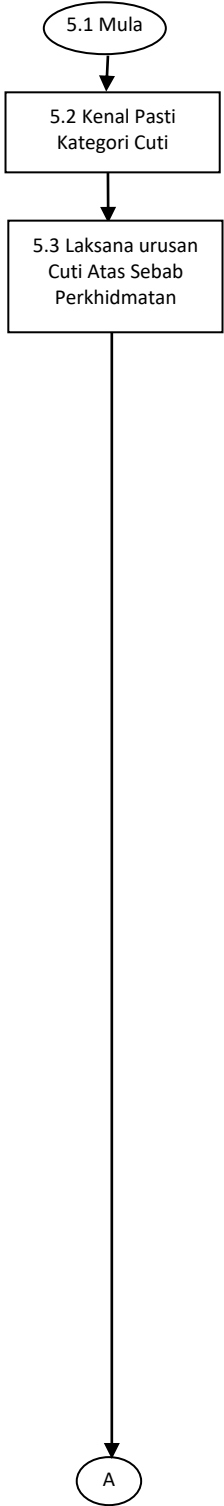
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4.0 TERMINOLOGI DAN SINGKATAN

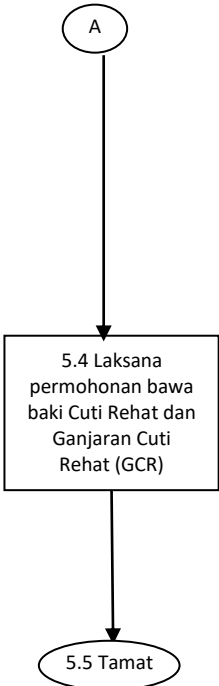
CB	: Cuti Bersalin
CCL	: Cuti-Cuti Lain
CK	: Cuti Kerantina
CKP	: Cuti Kerana Perkhidmatan
CMA	: Cuti Menjaga Anak
CR	: Cuti Rehat
CS	: Cuti Sakit
CSG	: Cuti Separuh Gaji
CSP	: Cuti Atas Sebab Perubatan
CTB	: Cuti Tidak Berekod
CTG	: Cuti Tanpa Gaji
CTGMP	: Cuti Tanpa Gaji Mengikut Pasangan Bertugas/Berkursus di Dalam atau di Luar Negeri
CTKB	: Cuti Tibi, Kusta dan Barah
eCuti	: Sistem Permohonan Cuti <i>online</i>
e-IHRAMS	: Sistem Bersepadu Pengurusan Sumber Manusia (<i>Integrated Human Resource Management Systems</i>)
KB	: Ketua Bahagian
KJ	: Ketua Jabatan
KS	: Ketua Seksyen
KPTJ	: Ketua Pusat Tanggungjawab
PEND	: Pendaftar
PT	: Pegawai Tadbir
PT PTJ	: Pegawai Tadbir (Pusat Tanggungjawab)
PT(P/O)	: Pembantu Tadbir (Perkeranian/Operasi)
PTJ	: Pusat Tanggungjawab
PYM	: Pegawai yang Melaksana /Kerani Cuti
TBK	: Tibi, Barah dan Kusta

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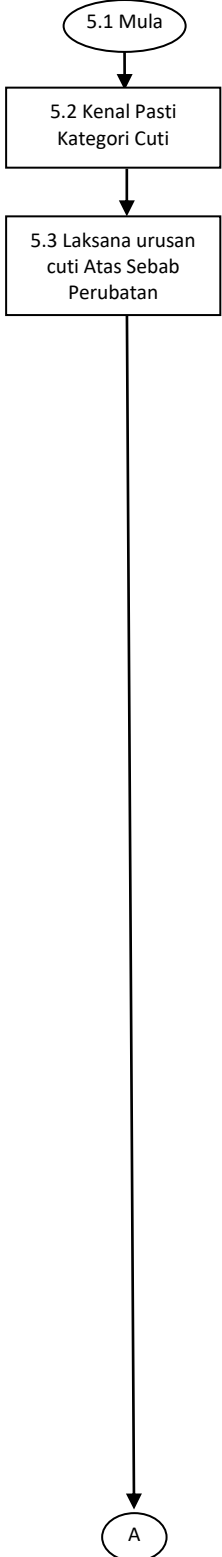
5.0 PROSES TERPERINCI

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
(A) CUTI ATAS SEBAB PERKHIDMATAN			
PT(P/O) / PT	 <pre> graph TD A([5.1 Mula]) --> B[5.2 Kenal Pasti Kategori Cuti] B --> C[5.3 Laksana urusan Cuti Atas Sebab Perkhidmatan] C --> D([A]) </pre>	5.2 (a) Kenal pasti kategori proses permohonan cuti. (b) Pastikan data/maklumat pekerja adalah aktif. 5.3 Laksanakan urusan cuti kerana perkhidmatan di bawah merujuk kepada Perintah Am Bab C, Pekeliling Perkhidmatan dan surat Pekeliling yang berkuat kuasa. 1. Cuti Rehat (a) Laksanakan permohonan cuti rehat secara atas talian melalui sistem eCuti mengikut tempoh yang ditetapkan. (b) Laksanakan sokongan dan kelulusan melalui sistem eCuti dan pekerja mula bercuti. (c) Jika pekerja ingin membatalkan cuti perlu dilakukan sebelum mendapat sokongan dan kelulusan pegawai, jika telah mendapat sokongan dan kelulusan pegawai masukkan ulasan dan rujuk PYM PTJ. (d) PYM semak rekod kehadiran pada tarikh yang dimohon dan lakukan proses pembatalan. (e) Lakukan pindaan cuti berdasarkan permohonan pekerja. (f) Semak dan kemaskini rekod cuti pekerja setiap tahun. 2. Cuti Tanpa Gaji (CTG) (a) Laksanakan permohonan CTG secara atas talian melalui sistem eCuti mengikut tempoh yang ditetapkan. (b) Laksanakan sokongan melalui sistem eCuti Jana memo bagi mendapat sokongan dan kelulusan kuasa tertentu. (c) Masukkan tarikh kelulusan dan cetak surat pemakluman kepada pekerja. (d) Cetak penyata pemberhentian dari sistem e-IHRAMS untuk diserahkan kepada Pejabat Bursar. (e) Pastikan pekerja yang tamat dari bercuti menghantar Borang Melapor Diri Bertugas Semula (SOK/BUM/BR01/B-CUTI 10). 3. Cuti Separuh Gaji (CSG) (a) Laksanakan permohonan CSG melalui sistem eCuti setelah mendapat perakuan Pegawai Perubatan untuk dimuat naik ke dalam sistem eCuti. (b) Laksanakan sokongan melalui sistem eCuti Jana memo bagi mendapat sokongan dan kelulusan kuasa tertentu.	Perintah Am Bab C, Pekeliling Perkhidmatan dan surat Pekeliling Sistem eCuti Sistem eCuti Sistem e-IHRAMS SOK/BUM/BR01/B-CUTI 10 Sistem eCuti

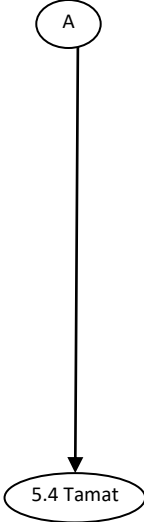
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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT(P/O) / PT		(c) Masukkan tarikh kelulusan dan cetak surat pemakluman kepada pekerja. (d) Cetak penyata pemberhentian dari Sistem e-IHRAMS untuk diserahkan kepada Pejabat Bursar. (e) Pastikan pekerja yang tamat dari bercuti menghantar Borang Melapor Diri Bertugas Semula (SOK/BUM/BR01/B-CUTI 10).	Sistem e-IHRAMS SOK/BUM/BR01/B-CUTI 10
PT(P/O) / PT		5.4 (a) Laksanakan permohonan bawa baki cuti rehat dan GCR melalui sistem eCutI mengikut tempoh yang ditetapkan. (b) Laksanakan pengesahan melalui sistem eCutI . (c) Benarkan bawa baki cuti rehat dan pengumpulan GCR yang telah disahkan oleh Ketua Jabatan/PTJ mengikut tempoh yang ditetapkan. (d) Sekiranya melepasi tempoh sistem akan memproses bawa baki cuti rehat sahaja secara automatik	Sistem eCutI

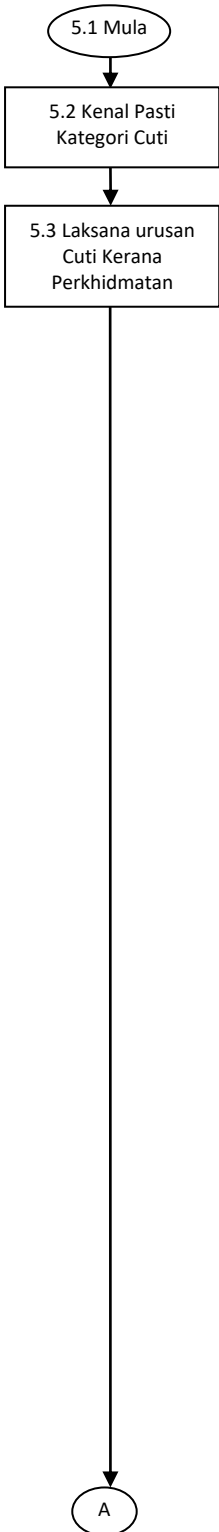
	SOKONGAN PENGURUSAN SUMBER MANUSIA PEJABAT PENDAFTAR KOD DOKUMEN: UPM/SOK/BUM/P006	Halaman: 6/12
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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
(B) CUTI ATAS SEBAB PERUBATAN			
PT(P/O) / PT	 <pre> graph TD 5.1([5.1 Mula]) --> 5.2[5.2 Kenal Pasti Kategori Cuti] 5.2 --> 5.3[5.3 Laksana urusan cuti Atas Sebab Perubatan] 5.3 --> A((A)) </pre>	5.2 (a) Kenal pasti kategori proses permohonan cuti. (b) Pastikan data/maklumat pekerja adalah aktif. 5.3 Laksanakan urusan Cuti Atas Sebab Perubatan di bawah merujuk kepada Perintah Am Bab C, Pekeliling Perkhidmatan dan surat Pekeliling yang berkuat kuasa. 1. Cuti Sakit (a) Terima sijil cuti sakit daripada pekerja yang telah mendapat kelulusan pegawai . (b) Rekodkan cuti sakit dan no. siri melalui sistem eCuti. (c) Pastikan cuti sakit swasta tidak melebihi 15 hari, jika melebihi dapatkan pengesahan dari pegawai perubatan yang diiktiraf. (d) Pastikan maklumat/rekod yang dimasukkan adalah tepat. 2. Cuti Sakit 90 Hari Kedua (a) Terima surat/sijil cuti sakit yang melebihi 90 hari kedua daripada PTJ bagi mendapatkan kelulusan kuasa tertentu. (b) Semak hirarki pegawai bagi tujuan penyediaan kertas untuk kelulusan kuasa tertentu. (c) Rekodkan cuti sakit dan no. siri melalui sistem eCuti. (d) Maklumkan kelulusan cuti kepada pekerja. 3. Cuti Sakit Lanjutan (a) Terima cuti sakit dan semak rekod cuti yang telah diambil. (b) Rekodkan cuti sakit dan no. siri melalui sistem eCuti dan keluarkan penyata separuh gaji. (c) Kemukakan ke Seksyen Perubatan dan Perhubungan Pekerja bagi tujuan penyediaan dokumen untuk dibawa pertimbangan Jawatankuasa Lembaga Perubatan (JKLP). (d) Dapatkan keputusan kelulusan JKLP. 4. Cuti Bersalin (a) Terima perakuan bersalin daripada pegawai 10 hari berkerja daripada tarikh bersalin. (b) Masukkan tarikh bersalin, no.siri perakuan bersalin, hospital pekerja bersalin dan bilangan cuti dalam sistem eCuti. (c) Sekiranya pekerja ingin memulakan cuti bersalin awal, masukkan tarikh jangkaan bersalin dan bilangan hari bercuti yang akan diambil.	Perintah Am Bab C, Pekeliling Perkhidmatan dan surat Pekeliling Sistem eCuti Sistem eCuti Keputusan Kelulusan JK LP Sistem eCuti

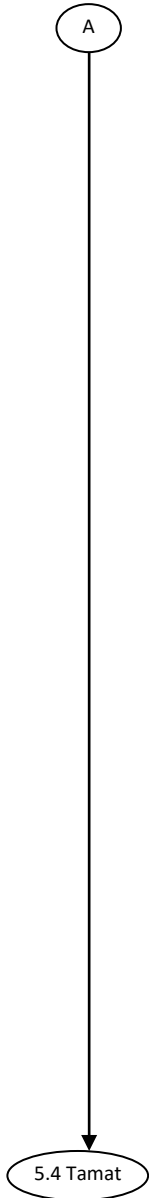
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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT(P/O) / PT	 <pre> graph TD A((A)) --> B([5.4 Tamat]) </pre>	5. Cuti Tibi, Barah dan Kusta (TBK) (a) Terima permohonan pekerja bagi kes cuti TBK (b) Semak kelayakan bagi tujuan penyediaan kertas pertimbangan untuk kelulusan kuasa-kuasa tertentu. (c) Input maklumat kelulusan dan tarikh mengikut jenis cuti. (d) Maklumkan kelulusan cuti kepada pekerja. (e) Pastikan pekerja yang tamat dari bercuti menghantar Borang Melapor Diri Bertugas Semula (SOK/BUM/BR01/B-CUTI 10).	SOK/BUM/BR01/ B-CUTI 10

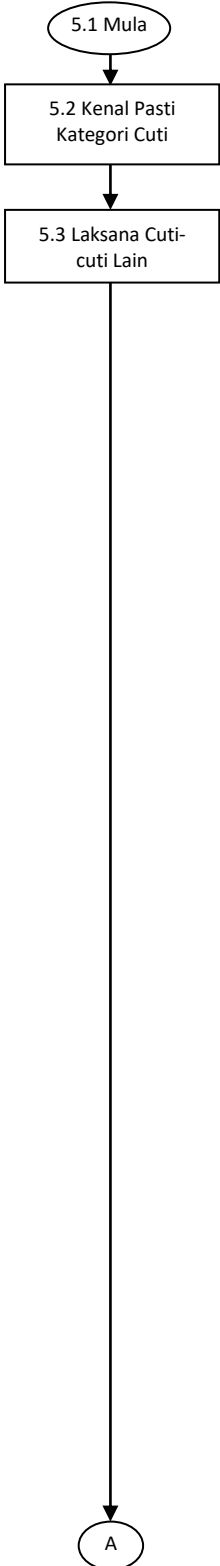
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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
(C) CUTI TIDAK BEREKOD (CTB)			
PT(P/O) / PT	 <pre> graph TD 5.1([5.1 Mula]) --> 5.2[5.2 Kenal Pasti Kategori Cuti] 5.2 --> 5.3[5.3 Laksana urusan Cuti Kerana Perkhidmatan] 5.3 --> A([A]) </pre>	5.2 (a) Kenal pasti kategori proses permohonan cuti. (b) Pastikan data/maklumat pekerja adalah aktif. 5.3 Laksanakan urusan cuti kerana perkhidmatan di bawah merujuk kepada Perintah Am Bab C, Pekeliling Perkhidmatan dan surat Pekeliling yang berkuat kuasa. 1. Cuti Gantian (a) Laksanakan permohonan cuti gantian melalui sistem eCuti. (b) Semak sama ada jumlah jam layak untuk CTB bagi kategori Cuti Gantian. (c) Sokong dan lulus Cuti Gantian melalui sistem eCuti. (d) Sekiranya sistem tidak berfungsi, isi permohonan menggunakan borang cuti dan rekod semula dengan menyatakan ulasan melalui sistem eCuti. 2. Cuti Tak Berekod Isteri Bersalin (a) Laksanakan permohonan CTB Isteri Bersalin melalui sistem eCuti. (b) Masukkan tarikh isteri mula bersalin, sistem automatik menetapkan 7 hari CTB dan muat naik surat akuan bersalin isteri. (c) Sokong dan lulus CTB Isteri Bersalin melalui sistem eCuti. (d) Sekiranya sistem tidak berfungsi, isi permohonan menggunakan borang cuti dan rekod semula dengan menyatakan ulasan melalui sistem. 3. Cuti Tak Berekod Mengambil Bahagian Dalam Olahraga/Sukan (a) Laksanakan permohonan CTB Olahraga/Sukan melalui sistem eCuti. (b) Sekiranya pekerja memerlukan CTB Olahraga/Sukan melebihi 30 hari dalam setahun, majukan surat ke Pejabat Pendaftar bagi mendapatkan sokongan dan kelulusan kuasa tertentu. (c) Sekiranya sistem tidak berfungsi, isi permohonan menggunakan borang cuti dan rekod semula dengan menyatakan ulasan melalui sistem eCuti. 4. Cuti Tak Berekod Tugas Khas Perubatan (a) Laksanakan permohonan CTB Tugas Khas Perubatan melalui sistem eCuti. (b) Muat naik senarai tugas dalam sistem eCuti (c) Sokong dan lulus CTB Tugas Khas Perubatan melalui sistem eCuti.	Perintah Am Bab C, Pekeliling Perkhidmatan dan surat Pekeliling Sistem eCuti

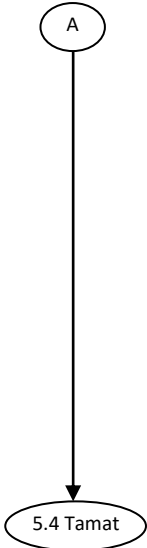
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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
		(d) Sekiranya sistem tidak berfungsi, isi permohonan menggunakan borang cuti dan rekod semula dengan menyatakan ulasan melalui sistem eCuti. 5. Cuti Tanpa Rekod Kematian Ahli Keluarga Terdekat (a) Laksanakan permohonan CTB kematian ahli keluarga terdekat melalui sistem eCuti. (b) Masukkan tarikh kematian dan sistem secara auto menetapkan 3 hari CTB dan muat naik surat kematian ahli keluarga terdekat. (c) Sokong dan lulus CTB kematian ahli keluarga terdekat melalui sistem eCuti. (d) Sekiranya sistem tidak berfungsi, isi permohonan menggunakan borang cuti dan rekod semula dengan menyatakan ulasan melalui sistem eCuti. 6. Cuti Tanpa Rekod Mengambil Peperiksaan (a) Laksanakan permohonan CTB bagi menduduki peperiksaan melalui sistem eCuti. (b) Muat naik jadual peperiksaan dalam sistem eCuti. (c) Pastikan pegawai bercuti pada hari peperiksaan sahaja. (d) Sekiranya sistem tidak berfungsi, isi permohonan menggunakan borang cuti dan rekod semula dengan menyatakan ulasan melalui sistem eCuti. 7. Cuti Tanpa Rekod Lain-Lain (a) Laksanakan permohonan CTB lain-lain melalui sistem eCuti. (b) Pastikan dokumen yang berkaitan dimuat naik mengikut keperluan CTB. (c) Sokong dan lulus CTB melalui sistem eCuti. (d) Sekiranya sistem tidak berfungsi, isi permohonan menggunakan borang cuti dan rekod semula dengan menyatakan ulasan melalui sistem eCuti.	Sistem eCuti. Sistem eCuti. Sistem eCuti. Sistem eCuti.

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
(D) CUTI-CUTI LAIN			
PT(P/O) / PT		5.2 (a) Kenal pasti kategori proses permohonan cuti. (b) Pastikan data/maklumat pekerja adalah aktif.	
PT(P/O) / PT		5.3 Laksanakan Cuti-Cuti Lain di bawah merujuk kepada Perintah Am Bab C, Pekeliling Perkhidmatan dan surat Pekeliling yang berkuat kuasa. 1. Cuti Haji (a) Laksanakan permohonan cuti haji melalui sistem eCuti. (b) Pastikan hanya pekerja tetap sahaja yang melakukan permohonan cuti haji. (c) Masukkan tarikh untuk mulakan cuti haji dan muat naik jadual penerbangan. (d) Jana memo untuk mendapatkan kelulusan daripada kuasa tertentu. (e) Masukkan tarikh kelulusan dalam sistem eCuti dan cetak surat untuk dimaklumkan kepada pekerja. 2. Cuti Menjaga Anak (CTGMA) (a) Terima Borang Permohonan Kemudahan Cuti Menjaga Anak (CMA) (SOK/BUM/BR01/B-CUTI 21) (b) Semak kelayakan dan sediakan sediakan memo bagi mendapat sokongan dan kelulusan kuasa tertentu. (c) Masukkan tarikh kelulusan melalui sistem e-IHRAMS dan cetak surat pemakluman kepada pekerja. (d) Cetak penyata pemberhentian dari sistem e-IHRAMS untuk diserahkan kepada Bursar. (e) Pastikan pekerja yang tamat dari bercuti menghantar Borang Melapor Diri Bertugas Semula (SOK/BUM/BR01/B-CUTI 10) 3. CTG Mengikut Pasangan Bertugas/ Berkursus di Dalam atau di Luar Negeri (CTGMP) (a) Terima Borang Permohonan Cuti Tanpa Gaji/ Lanjutan Cuti Tanpa Gaji Bagi Pegawai Yang Mengikut Pasangan Bertugas Atau Berkursus Didalam Atau Di Luar Negeri (SOK/BUM/BR01/B-CUTI 15). (b) Semak kelayakan dan sediakan memo bagi mendapat sokongan dan kelulusan kuasa tertentu. (c) Masukkan tarikh kelulusan melalui sistem e-IHRAMS dan cetak surat pemakluman kepada pekerja. (d) Cetak penyata pemberhentian dari sistem e-IHRAMS untuk diserahkan kepada Pejabat Bursar. (e) Pastikan pekerja yang tamat dari bercuti menghantar Borang Melapor Diri Bertugas Semula (SOK/BUM/BR01/B-CUTI 10).	Perintah Am Bab C, Pekeliling Perkhidmatan dan surat Pekeliling Sistem eCuti SOK/BUM/BR01/B-CUTI 21 Sistem e-IHRAMS SOK/BUM/BR01/B-CUTI 10 SOK/BUM/BR01/B-CUTI 15 Sistem e-IHRAMS SOK/BUM/BR01/B-CUTI 10

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
	 <pre> graph TD A((A)) --> B([5.4 Tamat]) </pre>	4. CR Selepas Berkursus Lebih 12 (Dua Belas) Bulan (a) Laksanakan permohonan melalui cuti tanpa rekod dan nyatakan ulasan mengambil baki cuti rehat sebanyak beberapa hari. (b) Semak rekod pekerja berkursus/cuti belajar melalui sistem e-IHRAMS. (c) Semak baki cuti pekerja yang disimpan sebelum berkursus melebihi 12 bulan (d) Pastikan ada baki cuti, maksimum 7 hari dan rekodkan kegunaan cuti bagi urusan perpindahan selepas lapor diri dalam sistem eCutI. (e) Klik butang pengesahan semakan untuk tujuan sokongan dan kelulusan.	Sistem e-IHRAMS Sistem eCutI.

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6.0 REKOD

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	UPM.PEND. 500-8/1 (No. Staf) atau UPM.PEND. 500-8/2 (No. Staf) Fail Pegawai (jika berkaitan) • Surat-surat berkaitan • Penyata pemberhentian gaji • Borang Melapor Diri Bertugas Semula (SOK/BUM/BR01/B-CUTI 10) Jika berkaitan • Borang Permohonan Kemudahan Cuti Menjaga Anak (SOK/BUM/BR01/B-CUTI 21) • Borang Permohonan Cuti Tanpa Gaji/ Lanjutan Cuti Tanpa Gaji Bagi Pegawai Yang Mengikut Pasangan Bertugas Atau Berkursus Didalam Atau Di Luar Negeri (SOK/BUM/BR01/B-CUTI 15)	PT (P/O)	KS	Bilik Rekod Fail Pejabat Pendaftar 20 tahun selepas tarikh berpencen	Ketua Pengarah Arkib Negara Malaysia
2.	Sistem e-IHRAMS (Modul Cuti)	P/T (P/O)	KS	Pusat Data UPM	Ketua Pengarah Arkib Negara Malaysia
3.	Sistem eCuti	P/T (P/O)	KS	Pusat Data UPM	Ketua Pengarah Arkib Negara Malaysia
4.	Sistem Perakam Waktu	P/T (P/O)	KS	Pusat Data UPM	Ketua Pengarah Arkib Negara Malaysia

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1.0 SCOPE

This procedure includes application, receiving and authorizing leave in the following leave for service purposes (CKP), leave for medical grounds (CSP), unrecorded leave (CTB), and Other types of leave (CCL).

2.0 RESPONSIBILITY

Vice chancellor Management Representative and Deputy Management Representative are responsible for the implementation of this procedure. All parties involved must adhere to this procedure.

3.0 REFERENCE DOCUMENT

Document Code	Title of Document
General Orders (Chapter C)	Leave
General Orders (Chapter G)	Working Hours and Overtime
-	e-Panduan Kemudahan Cuti
JPA Circular	
Service Circular No. 7 of 2003 and Number 18 of 2008	Pemberian Wang Gantian Cuti Rehat (GCR) dan Peningkatan Maksimum cuti Rehat dan Cuti Rehat Khas yang Boleh Dikumpul Untuk Pemberian Wang Gantian Cuti Rehat (GCR) Kepada 150 Hari
Service Circular No. 5 of 2004	Pemberian Wang Gantian Cuti Rehat (GCR) kepada Pegawai Yang Memilih Employee Provident Fund (EPF)
Service Circular No. 2 2006	Pindaan Peraturan Berkaitan Sijil Sakit Swasta Untuk Tujuan Kemudahan Cuti Sakit
Service Circular No. 15 of 2014	Leave for nursing baby
Service Circular No. 11 of 2015	Kadar Kelayakan Kemudahan Cuti Rehat Tahunan Bagi Pegawai Perkhidmatan Awam
Service Circulars Number 5 of 2016	Dasar Baharu Cuti Tanpa Gaji Bagi Pegawai Yang Mengikuti Pasangan Mereka Bertugas atau Berkursus di Dalam atau di Luar Negeri
Service Circular No. 11 of 2016	Quarantine Leave
Service Circular Number 3 Year 2017	Umrah Leave
Service Circular No. 4 of 2017	Penambahbaikan Waktu Bekerja Berperingkat (WBB) Di Universiti Putra Malaysia

Printed documents are “UNCONTROLLED DOCUMENTS”

In case of any dispute, the Bahasa Melayu version shall be used as the correct interpretation

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Service Circular No. 11 of 2017	Maternity Leave for Civil Service Officer
Service Circular No. 5 of 2017	Pelaksanaan Kebenaran Pulang Awal Satu Jam Kepada Pegawai Wanita Mengandung
JPA Circular Letter	
Service Circular Letter No. 11 of 1980	Cuti Tidak Berekod Bagi Pegawai-Pegawai Kerajaan Yang Dipilih Untuk Mengambil Bahagian Dalam Sukan-Sukan Perwakilan
Service Circular Letter Number 14 Year 2007	Penjelasan Mengenai Perkara Perkhidmatan Dalam Melaksanakan Pemberian Kemudahan Cuti Menjaga Anak
Service Circular Letter Number 2 of 2017	Kebenaran Gantian Cuti Rehat Melebihi 150 Hari Digunakan Sebagai Cuti Rehat Pada Tahun Persaraan
JPA Distributed Letter	
Distributed Letter: JPA(S)223/8/3 Klt.15 (9) dated of October 21 st 2010	Penambahbaikan Dasar Mengenai Penerimaan Sijil Sakit Yang Dikeluarkan Oleh Hospital/Klinik Di Singapura.

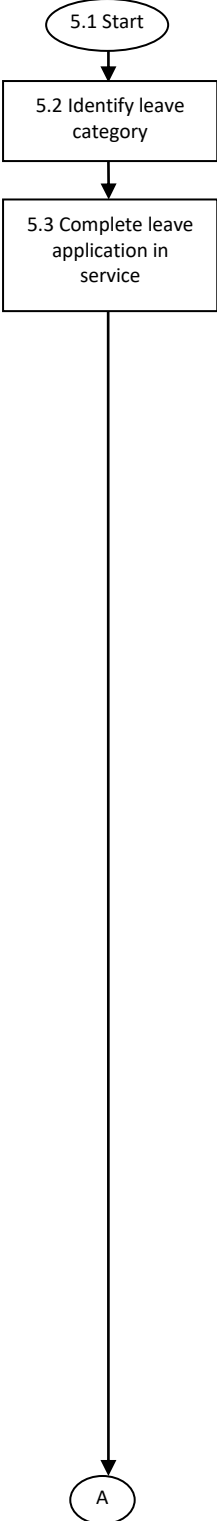
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4.0 TERMINOLOGY AND ACRONYM

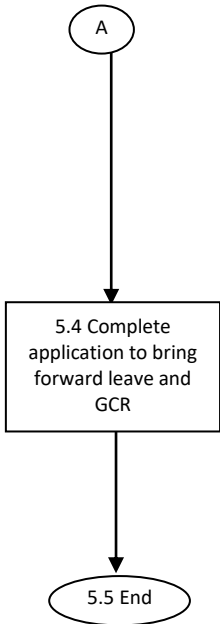
CB	: Maternity Leave
CCL	: Others Leave
CK	: Quarantine Leave
CKP	: Leave for services purposes
CMA	: Leave for nursing baby
CR	: Annual Leave
CS	: Medical leave
CSG	: Half pay Leave
CSP	: Leave for Medical grounds
CTB	: Unrecorded Leave
CTG	: Unpaid Leave
CTGMP	: Unpaid leave for Following spouse who is serving/attending a course within or outside country
CTKB	: Tuberculosis, leprosy and cancer leave
eCuti	: Online Leave Application System
e-IHRAMS	: Integrated Human Resource Management Systems
KB	: Head of Division
KJ	: Head of Department
KS	: Head of Section
KPTJ	: Head, Centre of Responsibility
PEND	: Registrar
PT	: Administrative Officer
PT PTJ	: Administrative Officer (Centre of Responsibility)
PT(P/O)	: Administrative Assistant (Clerical/Operation)
PTJ	: Centre of Responsibility
PYM	: Executing Officer for Leave/ Clerk
TBK	: Tuberculosis, leprosy and cancer

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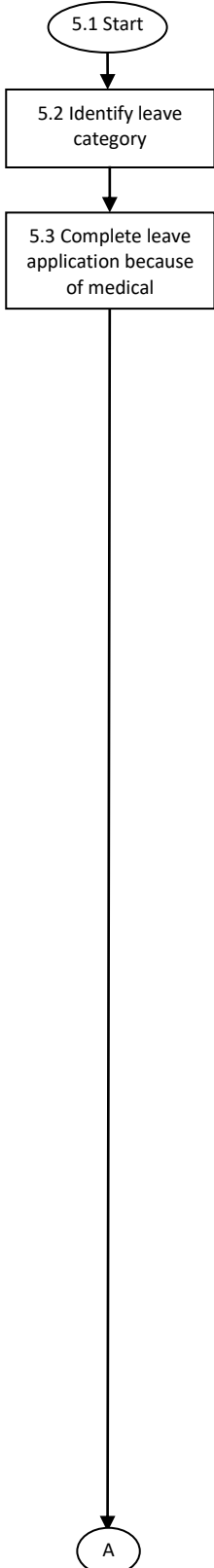
5.0 DETAILED PROCESSES

Responsibility	Flowchart	Details	Record/ References
(A) LEAVE FOR SERVICE PURPOSES			
PT(P/O) / PT		5.2 (a) Identify application leave category. (b) Ensure data/staff information is active. 5.3 Complete leave for services below based on General Order Chapter C, Service Circulars and Circular Letter that is in force. 1. Annual Leave (a) Complete leave application online using eCuti system following the given time frame. (b) Complete approval and permission in sistem eCuti and staff can take leave. (c) If staff wants to cancel leave, it has to be done before approval and persmission is given by officer. If leave has been approved, write comment and referred to PYM PTJ. (d) PYM check attendance record on the application date and do the cancellation process. (e) Make leave application amendment based on staff application. (f) Check and update staff leave record every year. 2. Leave without Pay (CTG) (a) Complete CTG application online using eCuti system following the given duration. (b) Complete leave support using eCuti System. Create memo to get support and approval from relevant authority. (c) Key in approval date and print out inform letter for staff. (d) Key in and print out dismissal letter from e-IHRAMS to be sent to Bursary office. (e) Make sure staff that has their leave ended submit Re-Employment Self-Reporting Form (SOK/BUM/BR01/B-CUTI 10). 3. Half day Leave (CSG) (a) Complete CSG application using eCuti system after getting recommendatory from Medical Officer to be uploaded to eCuti system. (b) Complete approval using eCuti system. Create memo to get support and approval from relevant authority. (c) Key in approval date and print out inform letter for staff.	General Order Chapter C, Service Circulars and Circular Letter eCuti System eCuti System e-IHRAMS System SOK/BUM/BR01/B-CUTI 10 eCuti System

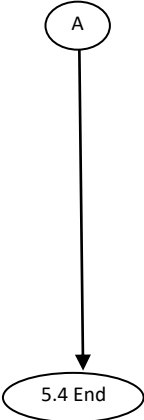
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Responsibility	Flowchart	Details	Record/ References
PT(P/O) / PT	 <pre> graph TD A((A)) --> B[5.4 Complete application to bring forward leave and GCR] B --> C((5.5 End)) </pre>	(d) Key in and print out dismissal letter from e-IHRAMS to be sent to Bursar office. (e) Make sure staff that has their leave ended submit Re-Employment Self-Reporting Form (SOK/BUM/BR01/B-CUTI 10). 5.4 (a) Complete application to bring forward leave and GCR through eCuti system within the given duration. (b) Complete validation through eCuti system. (c) Allow to bring forward leave and GCR accumulation that has been approved by Head of Department/PTJ within the given duration. (d) If pass the given time, system will process leave automatically.	e-IHRAMS System SOK/BUM/BR01/B-CUTI 10 eCuti System

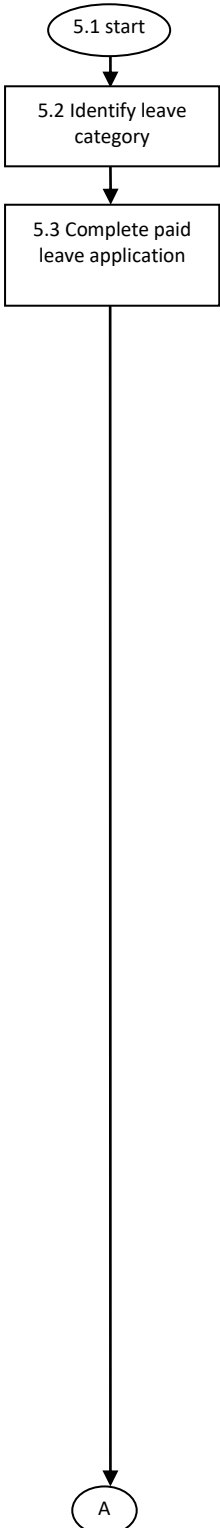
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Responsibility	Flow chart	Details	Record/ References
(B) LEAVE FOR MEDICAL GROUND			
PT(P/O) / PT		5.2 (a) Identify category of leave application process. (b) Ensure data/information of staff is active. 5.3 Complete leave application because of medical reasons by referring to Perintah Am Bab C, Pekeliling Perkhidmatan and surat Pekeliling that is in force. 1. Medical leave (a) Receive medical certificate from staff that has been approved by officer. (b) Record medical leave and serial number through eCuti System. (c) Ensure medical leave given by private clinic/hospital is not more than 15 days. If exceed, get validation from certified medical officer. (d) Ensure that all information/record keyed in is correct. 2. Medical leave after the first 90 days (a) Receive letter/medical certificate that exceed the first 90 days from PTJ to get approval from relevant authority. (b) Check hierarchy of officers for the purpose of preparing document for the approval of relevant authority. (c) Record medical leave and serial number through eCuti system. (d) Inform staff on the approval of leave. 3. Extended medical leave (a) Receive dan check record of leave that has been taken. (b) Record leave and serial number through eCuti system and print out half paid statement. (c) Submit to Seksyen Perubatan dan Perhubungan Pekerja for the purpose of document preparation to get consideration from Medical Board Committee (JKLP). (d) Get the result of approval from JKLP. 4. Maternity leave (a) Receive giving birth delivery certificate from officer 10 working days from date of delivery. (b) Key in delivery date, serial number of delivery certificate, hospital where staff has given birth and number of leave in eCuti system. (c) If staff wants to take early maternity leave, key in expected due date and the number of leave that will be taken.	Perintah Am Bab C, Pekeliling Perkhidmatan and surat Pekeliling eCuti System eCuti System eCuti System result of approval from JKLP. eCuti System

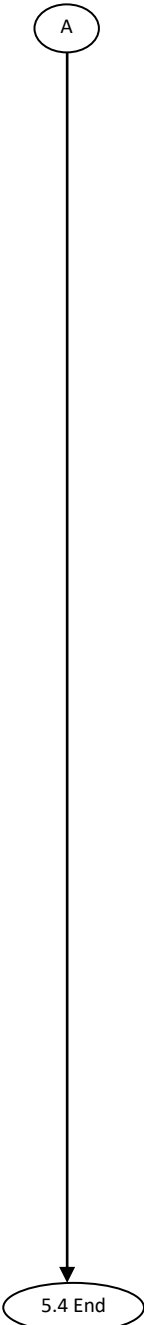
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Responsibility	Flow chart	Details	Record/ References
PT(P/O) / PT	 <pre> graph TD A((A)) --> B([5.4 End]) </pre>	5. Tuberculosis , cancer and leprosy leave (TBK) (a) Receive staff application for TBK leave case. (b) Check eligibility for the purpose of preparing documents for consideration and approval from relevant authority. (c) Key in approval information and date according to type of leave. (d) Inform staff on the approval of leave. (e) Ensure staff send in submit Re-Employment Self-Reporting Form (SOK/BUM/BR01/B-CUTI 10) after leave has ended.	SOK/BUM/BR01/ B-CUTI 10

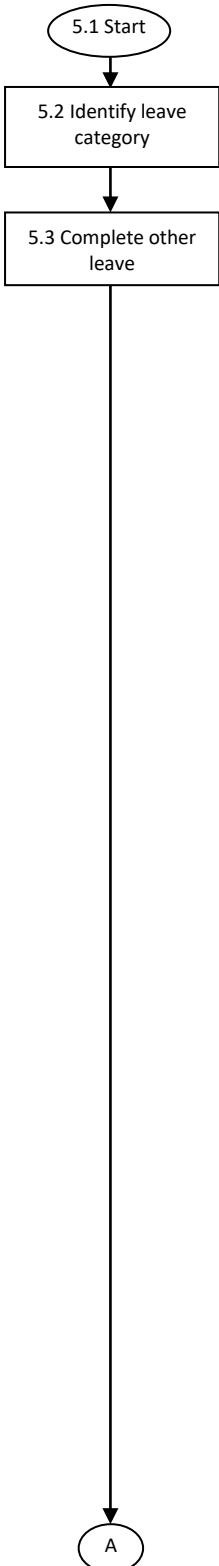
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Responsibility	Flowchart	Details	Record/ References
(C) UNRECORDED LEAVE			
PT(P/O) / PT		5.2 (a) Identify category of leave application process. (b) Ensure staff data/information is active.	
PT(P/O) / PT		5.3 Complete the following paid leave for services in accordance to General Order Bab C, service circular and circular letter that is in force. 1. Replacement leave (a) Complete replacement leave application through eCuti system. (b) Check total hours entitlement for CTB in the replacement leave category. (c) Support and approve replacement leave through eCuti system. (d) If system is not working, fill in application using leave form and record leave application with reason in eCuti system. 2. Unrecorded Leave – Paternity leave (a) Complete CTB under Paternity leave application through eCuti system. (b) Key in delivery date, and upload wife's delivery declaration letter. System will automatically confirmed 7 days CTB leave. (c) Support and approve paternity leave through eCuti system. (d) If sytem is not working, fill in leave form and record leave application in eCuti system with reason in eCuti system. 3. Unrecorded leave – Participate in Sports (a) Complete CTB application under sports through eCuti system. (b) If staff need more than 30 days in one year of CTB under Sport, submit letter to Registrar Office to get support and approval from relevant authority. (c) If system is not working, fill in leave form and record leave application in eCuti system with reason in eCuti system. 4. Unrecorded leave- Special Medical Duty (a) Complete CTB under Special Medical Duty application through eCuti system. (b) Upload list of tasks in ecuti system.	General Order Chapter C, Service Circular and Letter of Circular eCuti System eCuti System eCuti System eCuti System

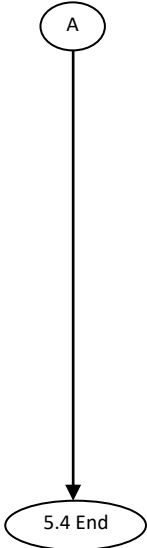
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Responsibility	Flowchart	Details	Record/ References
		(c) Support and approve CTB under Special Medical Duty through eCuti system. (d) If system is not working, fill in leave form and record leave application in eCuti system with reason in eCuti system. 5. Unrecorded leave – Death of immediate family members (a) Complete CTB application under Death of Immediate family member through eCuti system. (b) Key in date of death and system will automatically generate 3 days of CTB and upload death certificate of the immediate family. (c) Support and approve CTB under death of immediate family member through eCuti system. (d) If system is not working, fill in leave form and record leave application in eCuti system with reason in eCuti system. 6. Unrecorded leave – Taking examination (a) Complete CTB application under taking examination through eCuti system. (b) Upload examination schedule in eCuti system. (c) Ensure staff take leave on the day of examination only. (d) If system is not working, fill in leave form and record leave application in eCuti system with reason in eCuti system. 7. Unrecorded leave – others (a) Complete CTB application under others through eCuti system. (b) Ensure relevant documents are uploaded according to CTB needs. (c) Support and approve CTB through eCuti system. (d) If system is not working, fill in leave form and record leave application in eCuti system with reason in eCuti system.	eCuti System eCuti System eCuti System

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Responsibility	Flowchart	Details	Record/ References
(D) OTHER TYPES OF LEAVE			
PT(P/O) / PT		5.2 (a) Identify category of leave application process. (b) Ensure staff data/information is active.	
PT(P/O) / PT		5.3 Complete other leave in accordance to Perintah Am Bab C, Service Circulars and Circular Letter that is in force. 1. Pilgrimage Hajj leave (a) Complete pilgrimage leave application through eCuti system. (b) Ensure only confirmed staff is applicable to apply for pilgrimage leave. (c) Key in start date for pilgrimage and upload flight schedule. (d) Generate memo to get approval from relevant authority. (e) Key in approval date in eCuti system and print out approval letter to inform to staff. 2. Childcare leave (CTGMA) (a) Receive form of Childcare Leave (CMA) (SOK/BUM/BR01/B-CUTI 21) (b) Check eligibility and prepare memo to get support and approval of relevant authority. (c) Key in approval date through e-IHRAMS system and print out letter of announcement for staff. (d) Print out statement of suspension from e-IHRAMS to be given to Bursary. (e) Ensure staff submit Re-Employment Self-Reporting Form (SOK/BUM/BR01/B-CUTI 10) after leave has ended. 3. Unpaid leave for Following spouse who is serving/attending a course within or outside country (CTGMP) (a) Receive Unpaid / Extended Unemployment Leave Application Form for Employees who Follows their Spouses to Work or Attend Courses Locally or Abroad (SOK/BUM/BR01/B-CUTI 15). (b) Check eligibility and prepare memo to get support and approval of relevant authority. (c) Key in approval date through e-IHRAMS system and print out of announcement for staff. (d) Print out statement of suspension from e-IHRAMS to be given to Bursary. (e) Ensure staff submit Re-Employment Self-Reporting Form (SOK/BUM/BR01/B-CUTI 10) after leave has ended.	General Order Chapter C, Service Circulars and Circular Letter eCuti System SOK/BUM/BR01/B-CUTI 21 e-IHRAMS System SOK/BUM/BR01/B-CUTI 10 SOK/BUM/BR01/B-CUTI 15 e-IHRAMS System SOK/BUM/BR01/B-CUTI 10

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Responsibility	Flow chart	Details	Record/ References
	 <pre> graph TD A((A)) --> B((5.4 End)) </pre>	4. CR After Attending Course More Than 12 Months (a) Complete application under unrecorded leave and state the amount of leave to be taken. (b) Check record of staff taking course/ study leave using e-IHRAMS system. (c) Check staff leave balance that has been saved before going to attend course more than 12 months. (d) Ensure there are maximum balance of 7 days of leave and record leave for transfer purposes in eCuti system after staff has report for duty. (e) Click validation button for the purpose of getting support and approval.	e-IHRAMS System eCuti System

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6.0 RECORD

No	Code of File, Title of File and Record Checklist	Responsibility to Collate and File	Responsibility to Maintain/ Organise	Place and Duration of Record Keeping	Authority to Dispose
5.	UPM.PEND. 500-8/1 (Staf No.) or UPM.PEND. 500-8/2 (Staf No.) Fail Pegawai (jika berkaitan) • Related Letters • Statement of Pay Termination • Borang Melapor Diri Bertugas Semula Re Reporting For Duty Form (SOK/BUM/BR01/B-CUTI 10) • Borang Permohonan Kemudahan Cuti Menjaga Anak Child Care Leave Facility Application Form (SOK/BUM/BR01/B-CUTI 21) • Borang Permohonan Cuti Tanpa Gaji/ Lanjutan Cuti Tanpa Gaji Bagi Pegawai Yang Mengikut Pasangan Bertugas Atau Berkursus Didalam Atau Di Luar Negeri Unpaid Leave/ Prolonged Unpaid Leave Form for Staff Who Follow their Spouses to Work or Attend Courses Locally or Abroad (SOK/BUM/BR01/B-CUTI 15)	PT (P/O)	KS	File Record Room Registrar Office 20 years after Retired dated	Head Director of National Archive of Malaysia
6.	e-IHRAMS System (Leave Module)	P/T (P/O)	KS	UPM Data Centre	Head Director of National Archive of Malaysia
7.	eCuti System	P/T (P/O)	KS	UPM Data Centre	Head Director of National Archive of Malaysia
8.	Clock in System	P/T (P/O)	KS	UPM Data Centre	Head Director of National Archive of Malaysia