

Normal Working Days and Hours

Effective Date: 1/4/2011

Amended: 1/10/2020

1. OBJECTIVE

- 1.1 This policy, procedure and control are set in line with the University's policy to define and regulate the normal working days and hours for all administrative staff members.

2. TERMS AND CONDITIONS

2.1 Working Days & Hours

2.1.1 Academic Staff

The total working hours for academic staff of the University is **40 hours per week**, excluding breaks. Staff are entitled to a one (1) hour lunch break each day; lunch breaks are not counted as working hours.

The standard hours of operation of the University are Monday to Friday, 8.00am to 7.00pm. Unless otherwise agreed with their line manager, staff are expected to report for work and to complete their 40 hours per week within these periods.

As part of the normal operating requirements of the University, staff may be **required** to work outside standard operating times, such as weekends or (very occasionally) public holidays. Staff required to work outside the normal operating hours of the University may be eligible for replacement leave, as set out in the Replacement Leave Policy.

2.1.2 Administrative Staff

The working days & hours are as follows:-

Monday to Friday : 9 hours (with 1 hour lunch break)
 Saturday : Off day
 Sunday : Rest day
 Public Holidays : Gazetted Public Holidays

2.1.2.2 The official business hours is Monday to Friday from 8.30 a.m. to 5.30 p.m.

Staff members may start work between 7.00 a.m. and 10.00 a.m. and finish work after fulfilling 9 hours per day (8 working hours and 1 hour of lunch break).

The flexibility of start and finish time must be mutually agreed by the staff members and Head of Department (HOD) based on operational needs. The agreed start and finish working hours shall be pre-approved and consistent for all working days. Any changes would require prior approval from the HOD.

Working hours for staff working on shift shall be based on shift hours arrangement determined by the HOD in view of the operational needs.

All flexi arrangements must meet the operational needs and service level of the department and University. In recognition of the wide range of professional responsibilities and duties required of the staff members, there may be circumstances in which flexible work arrangement such as this cannot be implemented. In such circumstances, the staff members will follow the University's official working hour of 8.30 a.m. to 5.30 p.m.

When the need arises, staff members are expected, on their own or at the request of the University, to work in excess of the above-mentioned working hours or days.

Staff members should not leave the workplace early without authorisation nor be found missing from their workstation without valid reasons. Staff members are required to keep their supervisor informed of their whereabouts at all times.

2.2 Rest Day

2.2.1 All staff members are entitled to a rest day per week. Should a Public Holiday falls on a rest day, the following day shall be substituted as the Public Holiday.

2.3 Public Holidays

2.3.1 All staff members shall be entitled to holiday on all public holidays gazetted by the Federal Government of Malaysia as well as the Selangor State Government in accordance with the Employment Act 1955.

2.3.2 When a gazetted public holiday falls on a rest day, the following day shall be a substitute holiday thereof and if the following day is also a gazetted public holiday, then the next working day following it shall be holiday in substitution. Any other day or days may be substituted for one or more of the remaining gazetted public holidays except for :

- Workers' Day
- Birthday of HRH the Sultan of Selangor
- Birthday of HM The Yang Di Pertuan Agong
- National Day
- Malaysia Day

2.3.3 If a public holiday falls on an off Saturday, no replacement/ substitution will be given.

2.3.4 Any staff member who absents himself from work on the working day immediately preceding or succeeding a paid public holiday or two (2) or more consecutive public holidays or any days substituted without the prior consent of the University shall not be entitled to any pay for such holiday or consecutive holidays unless he has reasonable excuse for such absence.