

Sarkina Bt Mat Saad @ Shaari

From: Jabatan Pendaftar
Sent: Tuesday, May 7, 2019 2:54 PM
To: UUM - All Staff
Subject: WORKING HOURS DURING THE HOLY MONTH OF RAMADAN 1440 HIJRI
Importance: High
Contacts: Jabatan Pendaftar



Jabatan Pendaftar
REGISTRAR'S OFFICE
Universiti Utara Malaysia

07 MAY 2019
02 RAMADAN 1440H

WORKING HOURS DURING THE HOLY MONTH OF RAMADAN 1440 HIJRI

YBhg. Dato' Seri/Dato'/Y.Brs. Prof/Tuan/Puan

Assalamualaikum w.b.t and a very good day

With respect the above matter is referred.

2. The 112th University Board of Directors Meeting No. 1/2018 on 8 February 2018 agreed to adopt the Service Circular No. 4/2017 on the flexible working hours (WBB) at the Federal Government Agencies.

3. As referred to Table 9 in the Circular, the working hours during Ramadan this year in Kedah, Kelantan, Terengganu and Johor are as follows: -

DAY	WORKING HOURS	BREAK TIME	WORKING HOURS
SUNDAY	8.00 a.m. – 1.00 p.m.	1.00 p.m. – 1.30 p.m.	1.30 p.m. – 4.30 p.m.
MONDAY	8.00 a.m. – 1.00 p.m.	1.00 p.m. – 1.30 p.m.	1.30 p.m. – 4.30 p.m.
TUESDAY	8.00 a.m. – 1.00 p.m.	1.00 p.m. – 1.30 p.m.	1.30 p.m. – 4.30 p.m.
WEDNESDAY	8.00 a.m. – 1.00 p.m.	1.00 p.m. – 1.30 p.m.	1.30 p.m. – 4.30 p.m.
THURSDAY	8.00 a.m. – 1.00 p.m.	1.00 p.m. – 1.30 p.m.	1.30 p.m. – 3.00 p.m.

4. In this regard, UUM will comply with this provision and working hours throughout Ramadan as set out in the table above. Kindly be reminded that break time is also shortened for half an hour and the staff will need to continue their work starting at 1.30 p.m.

Happy Ramadan Al-Mubarak

Thank you.

Registrar



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