

staff members are required to attend the event on that day. Staff members may record their attendance for the day by clocking in on the device for recording attendance provided by the Secretariat at the Mu'adzam Shah Hall.

Staff members who attend the event will be given **University Continuous Learning (PBU)** points and **Replacement Leave** for the day. Information concerning the replacement leave will be automatically recorded in the portal. When staff members wish to use this replacement leave later, they will have to follow the usual procedure in applying for the said leave.

Only teaching staff who have classes on that day are exempted from attending the event. Staff members who will not be able to attend the event due to unavoidable circumstances have to get approval beforehand from the Heads of their respective Centres of Authority (PTJ).

For record purposes, therefore, all Centres of Authority (PTJ) are requested to furnish the Secretariat with information concerning staff members who will not be able to attend the event via mizi@uum.edu.my before **27 December 2010 (Monday)**.

For further enquiries, please contact Mr Baharudin bin Yaacob at 04-928 3003/3004 /3018.

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