

Normal Working Days and Hours

This policy is set in line with the University's policy to define and regulate the normal working days and hours for all academic staff members.

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

The standard University operating hours are Monday to Friday, 8.00am to 7.00pm. The flexibility of start and finish time must be mutually agreed by academic staff members with their Head of Department based on teaching, research and or administrative needs. Staff are expected 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 public holidays. Staff required to work on weekends or public holidays may be eligible for replacement leave.

All academic staff members are entitled to a rest day per week and to all public holidays gazetted by the Federal Government of Malaysia as well as the State Government.

This policy was adopted on 24 November 2004
The latest revision was made on 01 January 2020