

# UMS staff must keep own leave records

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**LABUAN:** Some 20 administration staff of Universiti Malaysia Sabah, Labuan International Campus (UMS-KAL) attended leave management course at the campus on March 19-20.

The course was conducted by UMS Registration Department, Services Section senior assistant registrar, Alna Tugo.

Alna said that the purpose of the programme was to train the staff on the management of staff leave of UMS-KAL, including officers and lecturers.

“As staff responsible for supervising staff leave, they must know about the rules set by the Public Services Department (JPA) and UMS on staff leave management, especially to ease staff application for their leave.

“I hope the staff attending the training will continue to monitor the staff annual leave to avoid any inconvenience when they retire



Alna (seated front, fourth right) with the other participants of the seminar.

or resign from UMS later,” she said.

Alna added that the staff must know about their rights to apply for their annual leave including others such as annual leave, rest leave, sick leave,

study leave and leave without pay.

“The staff must keep their own leave records, including the leave cards by filling in the available form for their own benefit,” she said.