

Normal Working Days and Hours

Effective Date: 24/11/2004

Reviewed Date: 1/8/2025

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 academic staff members.

2. TERMS AND CONDITIONS

2.1 Working Days & Hours

- 2.1.1 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.

2.2 Rest Day

- 2.2.1 All academic 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 academic staff members shall be entitled to 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 academic staff member who absents himself/ herself 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/ she has reasonable excuse for such absence.

DOCUMENT CHANGE LOG

Revision Date	Description of Change	Page(s)
19 October 2009	Add 'Malaysia Day' to the list of compulsory public holiday.	2
1 April 2011	Remove all references to Sunway University College and replace with Sunway University in line with the University upgrade.	All
	Remove all references to Director of Programme (DOP).	1
14 January 2013	Remove all references to Head of School and Head of Department (HOS/HOD) and replace with Head of Department/ Head of Centre/ Dean (HOD/ HOC/ Dean).	All
	Remove all references to School and replace with Faculty.	All
1 January 2017	Remove all references to Faculty and replace with School.	All
9 February 2018	Remove the following typo error from Clause 2.1.1: "The total number of working hours per week is 35."	1
1 January 2020	Re-phrase Working Days & Hours in the policy.	1