



# THE Impact Rankings Questionnaire

University : Universitas Indonesia  
 Country : Indonesia  
 Web Address : www.ui.ac.id

## [8] SDG8: DECENT WORK AND ECONOMIC GROWTH

### [8.2] Employment practice

#### [8.2.4] Employment policy modern slavery

Regulation of Human Resource Management	
Paid Leave Regulation	Overtime Regulation
<p>BAB XVII CUTI</p> <p>Bagian Kesatu Umum</p> <p>Pasal 63</p> <p>(1) Cuti diberikan oleh Pejabat Berwenang.            (2) Pejabat Berwenang sebagaimana dimaksud pada ayat (1) dapat mendelegasikan sebagian wewenangnya kepada pejabat/pimpinan di lingkungan UI untuk memberikan cuti.            (3) Cuti bagi Pegawai UI yang ditugaskan pada lembaga yang bukan bagian dari UI diberikan oleh Pimpinan UI kecuali cuti di luar tanggungan Negara.</p> <p>Bagian Kedua Jenis Cuti</p> <p>Pasal 64</p> <p>Cuti terdiri atas:            a. cuti tahunan;            b. cuti besar;            c. cuti sakit;            d. cuti melahirkan;            e. cuti karena alasan penting;</p>	<p>SURAT EDARAN            Nomor: SE-1970/UN2.R/OTL.03.00/2018</p> <p>TENTANG            KETENTUAN KEHADIRAN WAKTU KERJA TENAGA            KEPENDIDIKAN PUSAT ADMINISTRASI UNIVERSITAS</p> <p>Sehubungan dengan peninjauan kembali pemberlakuan surat edaran Wakil Rektor Bidang SDM, Keuangan dan Administrasi nomor 944/H2.R2/OTL.03.00 tentang Ketentuan Kehadiran Waktu Kerja Tenaga Kependidikan Pusat Administrasi Universitas Indonesia tanggal 14 Oktober 2011, maka melalui surat ini kami sampaikan beberapa hal berikut:</p> <p>1. Rekam kehadiran waktu kerja diperhitungkan sebagai kehadiran kerja apabila dilakukan paling cepat <b>1 jam</b> sebelum waktu kerja yang ditetapkan.            2. Lembur            a. Penugasan lembur yang diberikan tidak melebihi <b>14 jam</b> per minggu atau <b>50 jam</b> per bulan.            b. Tenaga Kependidikan yang melakukan lembur paling sedikit <b>1 jam penuh</b> pada hari kerja atau <b>2 jam</b> pada hari libur dapat diberikan uang lembur.</p>

### Peraturan Manajemen SDM

#### Description:

Universitas Indonesia has a policy on guaranteeing equivalent rights of workers when outsourcing activities to third parties. Universitas Indonesia has a policy commitment to no forced labour, no modern slavery and no human trafficking, and no child labour. The UI Rector's Decree No. 33/2018 about the Human Resource Management in Universitas Indonesia, stated that Human Resource Management is an important matter that is based on professionalism, equity, and equal rights that do not discriminate on their ethnicity, religion, race, and gender. UI also gives equal rights to handicapped people. Human resource development is intended for enhancing the skill and expertise in accordance with the values that are needed for Universitas Indonesia to reach its vision and mission. Therefore, Universitas Indonesia is committed to its human resource management according to the rules that have been applied. All workers receive their salary and benefits as written in the rules, as well as health insurance and pension insurance.

Other than that, Universitas Indonesia also regulates the paid overtime work hour for their workers as stated in the Rector's Decree No. 16/2017 about Attendance System of Education Staff of Universitas Indonesia. Paid leave and overtime systems are also explained in the decree as a means to protect the workers of UI so that they are not working way past their capacity. Universitas Indonesia regulates the limitation of their working hour time at maximum 14 (fourteen) hours per week or 50 (fifty) hours per month. This statement is also reinforced



with the letter with number 1970/UN2.R/OTL.03.00/2018 about the Stipulation of Working Time Attendance for Education Staff Centre of Administration of Universitas Indonesia. Workers are given overwork pay and meal allowance to make sure that their needs are met while doing the overtime. Annual leave is given as much as twelve working days per year outside of leave with important reasons. With this regulation, the workers at UI are hoped to live a balanced work life.

Universitas Indonesia also guarantees workers protection from bullying and sexual harassment as stated in Clause 62 of Regulations of Human Resource Management. Workers who experience this are eligible to appeal for legal aid and psychological treatment.

Universitas Indonesia does not employ underage workers, as stated in the Rector Decree No. 33 which explains that lecturer candidates should have at least a master's degree. The average age of master program graduates is 22 to 25 years old. Meanwhile, education staff candidates should be at least a vocational high school graduate, where the average age is at 17 to 19 years old, and already own an ID card. Therefore, all UI workers can be categorised as adults and have an ID card.

#### **Evidence Link :**

1. [Peraturan Manajemen SDM](#)