



MANAGEMENT SERVICES DIVISION

IIUM/202/4/1/1

28th February 2022

All Deans / Directors  
Kulliyahs / Divisions / Centres / Institutes / Offices  
International Islamic University Malaysia

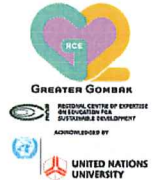
Dear YBhg. Dato'/Prof./Dr.

*Assalamualaikum wa rahmatullahi wa barakatuh*

**SERVICE CIRCULAR LETTER NO. 2/2022  
MANAGEMENT SERVICES DIVISION**

**INCLUSION OF THE DURATION OF SECONDMENT OF ACADEMIC STAFF  
IN THE POLICY OF SECONDMENT WHICH WAS AMENDED RECENTLY**

1. The objective of this circular letter is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices on the inclusion of the duration of secondment of academic staff in the policy of secondment which was amended recently.
2. Under item 3.1.7 of the MSD General Circular No. 2/2000 on the 'Policy on the secondment of IIUM academic staff members to outside organisation/agencies', the University had decided that the duration of secondment allowed for academic staff was not exceeding five (5) years. No policy on secondment of administrative staff was established to cater the same request to serve outside organisations.
3. In light of the above, the Staff Service Committee (SSC) Meeting No. 4/2020 on 14th September 2020, had approved the duration of secondment not exceeding three (3) years for administrative staff. However, the duration of secondment for academic staff, which is not exceeding five (5) years remains the same.
4. The effective date of the revision was on 14th September 2020 and the IIUM Community had been informed through MSD Service Circular No. 20/2020 dated 20th October 2020. Unfortunately, the circular stated for both duration academic and administrative staff of secondment are three (3) years.
5. The Staff Service Committee (SSC) Meeting No. 1/2022 held on 4th January 2022 approved for the duration of secondment allowed for academic staff is not exceeding five (5) years as previously approved to be included in the policy accordingly. The inclusion of duration of secondment of academic staff in the policy is as attached.



6. This MSD Circular Letter is to be read together with the MSD Service Circular No. 20/2020.

All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyah/Centre/Division/Institute/Offices.

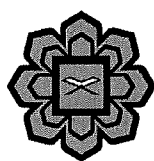
Thank you. Wassalam.

*"Leading the Way"*



**FAZIDAH HJ. BAKHTIAR**  
Executive Director  
Management Services Division

- c.c. : Rector  
: Deputy Rector (Academic and Internationalisation)  
: Deputy Rector (Responsible Research and Innovation)  
: Deputy Rector (Student Development and Community Engagement)  
: Executive Director (Finance Division)  
: Executive Director (Development and Planning)  
: Campus Director, IIUM Kuantan Campus  
: Legal Advisor



MANAGEMENT SERVICES DIVISION  
Human Resource Policies and Procedures Manual

<b>Section:</b>	Career Development	<b>Policy Ref. No.:</b>	12.10
<b>Subject:</b>	Secondment	<b>Issued:</b>	0
<b>Applies To:</b>	Academic and Administrative Staff	<b>Revised:</b>	4
<b>Sources:</b>	MSD Service Circular No. 2/2001; MSD Service Circular No. 13/2001; and MSD Service Circular No. 20/2020.	<b>Effective Date:</b>	4 <sup>th</sup> January 2022 (SSC No. 1/2022)
<b>Approving Authority:</b>	Staff Service Committee (SSC)	<b>Page:</b>	3

### Purpose

To establish a policy on secondment to outside organisation.

### Scope of Policy

This policy applies to all academic and administrative staff of IIUM.

### Responsibility/ Accountability

The unit in charge of **employee benefits** is responsible for seeking approval of the SSC for the maintenance of this policy.

### Policy

#### 1. Eligibility

1.1 With regard to the staff being requested to be seconded, he/she must:

- be confirmed in service.
- achieved minimum APAR of 85% for three (3) consecutive years.

- (c) have served the University as permanent staff for at least five (5) years and completed the total period of the compulsory service as stipulated in terms and conditions of the study leave.
- (d) be clear of any commitment to the K/C/D//O and University.
- (e) be clear of any disciplinary record/ case.
- (f) received the request for secondment from academic-related institution.
- (g) get recommendation by the Dean/ Director of K/C/D//O and **with no replacement of staff.**

1.2 There is no quota for secondment of academic staff. However, for Administrative and Technical staff, only a total of **two (2)** staff is allowed for secondment **at any one time**, i.e. one (1) Professional & Management group and one (1) Support Group.

## **2. Application of Secondment**

The secondment request and its terms and conditions must officially come from the outside organisations/ institutions/ agencies and not the staff.

For any offer for a position at international organisations, IIUM staff members should apply through the University with the recommendation of the Kulliyah.

## **3. Benefit**

The secondment of the staff must be of benefit to the University and/or directly contribute to the development of the Ummah.

## **4. Planning of Kulliyah**

The secondment must not adversely affect the academic programme or planning of the Kulliyah/ Department/ Division/ Centre.

## **5. Approving Authority**

The Academic Staff Selection Committee would be the approving authority for the secondment request of academic staff.

The Administrative Staff Selection Committee's (AGSSC) would be the approving authority for the secondment request of administrative staff.

## **6. Annual Salary Increment (ASI)**

Staff members who are on unpaid leave due to secondment at other organisation shall be considered for ASI on notational basis subject to submission of performance report.

## **7. Duration of Secondment**

The duration of secondment for academic staff will not be exceeding five (5) years and once in the service.

The duration of secondment for Administrative and Technical staff will not be exceeding three (3) years and once in the service.

## **8. Duration of Service**

Duration of secondment will not be counted as serving the university except for secondment that initiated by IIUM.

## **9. Annual Leave**

Balance of unutilised annual leave will be written off during secondment period.

## **10. Emolument**

During the secondment period, the salary, allowances and other benefits/facilities of the staff members would be suspended by the University. Payment of any loan and financial commitment could be arranged by the staff himself.

## **11. The Right of the SSC**

Notwithstanding provision No. 1, the SSC may at its discretion decide on the secondment of IIUM staff members.

Where the University would like to initiate the secondment, the above-mentioned policy will not be applied.

## **Procedure**

1. Application through respective K/C/D/I at least three (3) months before the actual date of secondment.
2. Recommendation by the Dean/ Director of K/C/D/I.
3. MSD to prepare a proposal for approval by the Administrative Staff Selection Committee for administrative staff and Academic Staff Selection Committee for academic staff.
4. Respective staff and the organisation to sign three (3) copies of terms and conditions.

## **Related Policies**

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