



IIUM/202/4/1

14th September 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 NO. 15/2022
MANAGEMENT SERVICES DIVISION**

UTILISATION OF AIR PASSAGE FACILITY FOR OVERSEAS CONTRACT OFFICERS

1. OBJECTIVE

The objective of this circular is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices on the utilisation of air passage facility for overseas contract officers.

2. BACKGROUND

2.1 Academic staff on contract appointment recruited locally or from overseas may be given the air passage privileges as per specified in their "Terms and Conditions of Service for Overseas Contract Officer" as below:

Clause 13 - Air Passage

Subject to Clause 14, an appointee recruited from overseas shall be given air passage benefits as follows:-

- Economy class air passage by the **most economical and direct route from permanent home country to Malaysia** for the officer and spouse only, upon joining IIUM.
- On satisfactory completion of the officer's final contract with the IIUM, the officer shall be provided air-passage as those mentioned in Clause 13 (a), to **return to his permanent home country**.
- The air passage facilities do not include cost of excess baggage, which shall be borne by the officer.



Clause 14 - Conditions on Air Passage

The following conditions shall apply to the provision of benefits under Clause 13:-

- (a) The payment by the IIUM of the cost of air passage, under Clause 13 for the appointee's spouse is subject to the conditions that the spouse is an ordinary resident outside Malaysia and that the spouse will stay with the appointee in Malaysia for a continuous period of not less than six (6) months during appointee's period of service with IIUM.
- (b) All claims under Clause 13 must be supported by relevant vouchers or bills.
- (c) An appointee who fails to take up the post to which he/she is appointed or terminates or resigns his/her appointment before completing the period of contract may be required to refund to the IIUM the cost of the benefits provided under Clause 13.
- (d) The tickets issued to the officer and the spouse must be utilized within three (3) months of the issuance date. On the expiry of the said month period the unutilized tickets must be returned to IIUM.

2.2 Notwithstanding the benefit of air passage to staff and spouse to return to his/her permanent home country, there were cases where staff had made an appeal to utilise the benefit of air passage to other than their home country due to various reasons, among others due to obtaining new job, situation in their home country that is not safe due to war, not the country of origin because they have permanent resident status of other country etc.

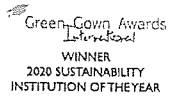
2.3 The University has approved the appeal to utilise the benefit of air passage to other than home country on case-to-case if the price of air ticket was lower from staff permanent home country.

2.4 It has been observed that there were no written policy on allowing overseas contract staff to choose the options on utilising the benefits of air passage.

3. DECISION

3.1 Based on the reasons stated above and the fact that 'Permanent Home Country' is stated in the original contract, the Staff Service Committee (SSC) Meeting No. 3/2022 held on 5th August 2022 has approved as follows:

- i) Overseas contract officers has the option to utilise the benefits of air passage upon completion of their final contract with the following conditions:
 - a) The contract is the final contract;
 - b) Applicable to the officer and his/her spouse only;



- c) Payment of air ticket or reimbursement of cost of air ticket to the chosen country will be based on the lowest rate compared to his/her air ticket to home country;
- d) In the event the officer decided not to choose item 3.1 (i) (c) above, he/she may consider other relevant claim such as cost of mover provided the cost is not more than the rate of his/her air passage to home country;
- e) The option is not applicable should the officer is dismissed from the University due to disciplinary offence; and
- f) The benefit is to be utilised within six (6) months from the date of his/her completion of final contract.

3.2 In the event the overseas contract officer obtains Malaysia Permanent Resident status, he/she would not be eligible for the air ticket benefit.

3.3 The effective date of implementation is **5th August 2022**, i.e. the date of SSC Meeting No. 3/2022 which approves the proposal.

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 H. 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

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