



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 NO. 4/2022
MANAGEMENT SERVICES DIVISION**

**COMPULSORY SERVICE FOR SASMEC@IIUM STAFF WHO ATTENDED
POST BASIC AND/OR PROFESSIONAL CERTIFICATION TRAINING**

1. OBJECTIVE

The objective of this circular is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices on the compulsory service for SASMEC @ IIUM staff who attended Post Basic and/or Professional Certification Training.

2. BACKGROUND

- 2.1 The Sub-Committee Scholarship and Study Leave Committee (SSLC) of SASMEC in its meeting No. 2/2021 held on 25th October 2021 had submitted a proposal which highlighted the compulsory service for SASMEC @ IIUM staff who attended Post Basic Training and/or Professional Certification Training.
- 2.2 The proposal was deliberated in the SSLC Meeting No. 6/2021 held on 2nd December 2021 and the SSLC recommended the proposal to be presented in the Staff Service Committee (SSC) meeting for approval.

3. DECISION

- 3.1 The Staff Service Committee (SSC) Meeting No. 1/2022 held on 4th January 2022 approved the compulsory service for SASMEC @IIUM staff who attended Post Basic and/or Professional Certification Training as follows:
 - i) The approval is to cover for both clinical and non-clinical staff.



- ii) The staff who attended either post basic or professional certification training must complete a minimum of five (5) years compulsory service based on the average period of compulsory service stated with the University upon completion of their training of studies.
- iii) If the staff resigns or leaves the service of the University during the period of compulsory service (or extended compulsory service), the staff is liable to pay the University a penalty charge of RM200,000.00. The calculation is based on the formula below:

(The average of one-month salary + fixed and non-fixed allowance x 12 months' x 5 years (minimum compulsory service) + tuition fees)

3.2 The effective date of the above policy is **4th January 2022**, i.e. the date of SSC Meeting No. 1/2022.

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 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