

**FREQUENTLY ASK QUESTION (FAQ) OF STAFF SERVICE CIRCULAR NO. 22/2023
ON MATERNITY LEAVE**

NO.	SITUATION	CLARIFICATION
1.	I am a contract staff. Am I entitled for the maternity leave?	Yes. Maternity leave is applicable to female staff appointed on permanent or contract basis.
2.	How much maternity leave can female staff take during their service?	The maternity leave entitlement that can be taken is 98 days for each delivery.
3.	How many times can a female staff take maternity leave during her service period?	Maximum to five (5) surviving children throughout her service, irrespective of age.
4.	If the staff gives birth to twin babies, is it counted as one (1) birth or two (2) births?	It is counts as one (1) birth and eligible for one (1) time maternity leave
5.	Is the maternity leave entitlement used during the contract appointment be taken into account after the staff is appointed to a permanent status?	Yes. The maternity leave is considered to have been used.
6.	Mrs. Fatimah had used her maternity leave eligibility three (3) times during her previous service in other organisation. One (1) of her children had passed away at the age of ten (10) years old. What is her maternity leave entitlement?	Mrs. Fatimah is entitled for a maternity leave maximum to five (5) surviving children throughout her service.
7.	Mrs. Azizah has five (5) children; two (2) children while she served private company and another three (3) during her service with IIUM. Can she use another two (2) maternity leave entitlement?	Yes. She can use the remaining of two (2) maternity leave entitlement; so that the maximum to five (5) surviving children throughout her service with IIUM.
8.	Mrs. Salmah had fully utilised her five (5) maternity leave during her service with IIUM. She is currently in her 6 th pregnancy. However, the baby has passed away during delivery. What is her maternity entitlement?	Since she had utilised a maximum of five (5) time maternity leave during her service with IIUM and have five (5) surviving children, therefore, she has no more maternity leave entitlement. She may utilise her annual leave eligibility or unpaid leave; whichever is applicable.
9.	Mrs. Faridah was twenty-one (21) weeks of pregnancy and she was experienced stillbirth. Is she eligible for maternity leave?	She is not entitled for a maternity leave. She may utilised any medical leave issued by the medical practitioners, annual leave or unpaid leave whichever is applicable.