



IIUM/202/4/1

20th February 2023

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

Dear YBhg. Dato'/Prof./Dr./Sir/Madam,

Assalamualaikum wa rahmatullahi wa barakatuh

STAFF SERVICE CIRCULAR NO. 1/2023

**ADOPTION OF THE PUBLIC SERVICE DEPARTMENT'S LETTER
REF. NO.: JPA. (S).800-1/1/7(3) : CERAIAN SR.5.2.1 ON THE IMPROVEMENT
OF UNRECORDED LEAVE FACILITY FOR FUNERAL AFFAIRS
OF IMMEDIATE FAMILY MEMBERS**

1. OBJECTIVE

The objective of this circular is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs on the adoption of the Public Service Department Letter Ref. No.: JPA. (S).800-1/1/7(3) : Ceraiian SR.5.2.1 on the Improvement of Unrecorded Leave Facility for Funeral Affairs of Immediate Family Members.

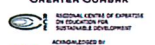
2. BACKGROUND

2.1 Unrecorded Leave Facility for Funeral Affairs is given to staff due to the demise of immediate family members for the purpose of visiting the deceased and assisting with matters related to the funeral of the deceased. The current policy on provision of **three (3) consecutive days of unrecorded leave** for funeral affairs of immediate family members is stated in the MSD Circular Letter No. 1/2003 and MSD Service Circular No. 12/2015.

2.2 The unrecorded leave for funeral affairs of immediate family members is applicable to the following:

- a) Husband/wife;
- b) Children;
- c) Biological parents;
- d) Parents-in-laws (limited to one mother-in-law and father-in-law only during the staff's service);
- e) Foster children; or
- f) Foster parents.

2.3 The unrecorded leave shall commence from the date of demise of the staff's immediate family members or on the next day, if the family member passed away after office hours. All weekends and public holidays which fall within the duration of this leave will be considered as part of the unrecorded leave.



- 2.4 Relevant supporting documents is required to be submitted for application of the above unrecorded leave and approval of immediate supervisor.
- 2.5 Recently, through a PSD's Letter Ref. No.: JPA. (S).800-1/1/7(3) : Ceraian SR.5.2.1 on the Improvement of Unrecorded Leave Facility for Funeral Affairs of Immediate Family Members, the Government has agreed to extend the facility to the following family members of the staff:
- Siblings (from the same parents; or the same father; or the same mother);
 - Grandfather (Biological father to the staff's mother or father); or
 - Grandmother (Biological mother to the staff's mother or father).

3. **DECISION**

- 3.1 The Staff Service Committee (SSC) Meeting No. 4/2022 held on 22nd December 2022 approved the adoption of the Public Service Department's Letter Ref. No.: JPA. (S).800-1/1/7(3) : Ceraian SR.5.2.1 on the Improvement of Unrecorded Leave Facility for Funeral Affairs of Immediate Family Members and its implementation in IIUM accordingly as detailed out in para 2.1 until 2.5 above.
- 3.2 The effective date of implementation is **1th January 2023**.
- 3.3 With the issuance of this circular, the MSD Circular Letter No. 1/2003 and MSD Service Circular No. 12/2015 are superseded.

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

Thank you. Wassalam.

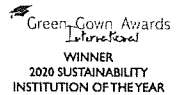
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Management Services Division

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- : 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 Adviser

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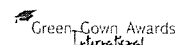


**FREQUENTLY ASK QUESTION (FAQ)
OF UNRECORDED LEAVE FACILITY FOR FUNERAL AFFAIRS
OF IMMEDIATE FAMILY MEMBERS**

NO.	SITUATION	CLARIFICATION
1.	How long is the duration given for the facility of unrecorded leave for funeral affairs of immediate family members?	The unrecorded leave for funeral affairs of immediate family members is three (3) consecutive days including off day, rest day and public holiday.
2.	Father of Mr. Ahmad has passed away on Friday at 7:00 pm. How the funeral leave is counted?	The unrecorded leave for funeral affairs would be on Saturday, Sunday and Monday.
3.	What is the definition of immediate family members for the purpose of unrecorded leave for funeral affairs?	Immediate family members refer to: i) Husband/wife; ii) Children; iii) Biological parents; iv) Parents-in-laws (limited to one mother-in-law and father-in-law only during the staff's service); v) Foster children; vi) Foster parents. vii) Siblings (from the same parents; or the same father; or the same mother); viii) Grandfather (biological father to the staff's mother or father); and ix) Grandmother (biological mother to the staff's mother or father).
4.	Can the unrecorded leave be used in the event of the death of a sibling?	Yes, as long as from the same parents, same mother or father.
5.	How if the death of the sibling is step brother/step sister. Can the same facility be applicable?	No. Step brother/step sister is not included in the definition of sibling. Siblings must be from the same parents; or the same father; or the same mother.
6.	Is there any limit in utilising the unrecorded leave in the death of a sibling?	There is no limit on the number of sibling subject to consideration and approval of the Head of Department.
7.	In the event the staff has a biological father and a foster father, can the unrecorded leave be used should his biological father and a foster father passed away?	Unrecorded leave for funeral affairs can ONLY be used either one of them; biological father OR foster father.
8.	Can the unrecorded leave be used in the event of the death of parent-in-laws?	The unrecorded leave is applicable to one limited mother-in-law and father-in-law only during the staff's service.
9.	Can the unrecorded leave be used in the event of the death of grandfather/grandmother of the spouse?	No. The unrecorded leave is only valid for grandfather/grandmother of the staff.



10.	Can the unrecorded leave be used in the event of the death of step grandfather/step grandmother of the staff?	No. The unrecorded leave is only valid for grandfather/grandmother of the staff.
11.	A staff has divorced with her husband and the mother in-law of her previous husband has passed away. Can the staff use this unrecorded leave of the mother-in-law for the previous husband?	No. The unrecorded leave can only be used for the death of the mother-in-law, i.e. the mother of the official's husband who is still married.
12.	Mr. Ali has two (2) wives. On 15 th January 2022, his father-in-law of the second wife has passed away. Mr. Ali had utilised the unrecorded leave of his father-in-law of the first wife earlier. Can he use the unrecorded leave to assist the funeral affairs of his late father-in-law of his second wife?	The unrecorded leave is limited to one mother-in-law and father-in-law only during the staff's service. Therefore, he is not eligible to use the unrecorded leave but to apply annual leave.
13.	What is the 'after office hours' means?	After office hours means after 6:00 pm based on the implementation of Flexible Working Hours. Should any immediate family members passed away after 6:00 pm, the unrecorded leave is counted from the next day. This also applicable to staff who are on shift duties.
14.	Mdm. Saidatul had been approved for unrecorded leave for funeral of her father on 10 th until 11 th June 2022 by her Head of Department as there were an urgent task to be settled. On 10 th November 2022, her mother-in-law passed away. Can she use the remaining one (1) day of unutilised unrecorded leave from the previous one for her to take the unrecorded leave from 10 th – 13 th November 2022?	No. She cannot use the remaining one (1) day of unutilised unrecorded leave from the previous one for her to take the unrecorded leave. The unrecorded leave can only be utilised-
15.	Mr. Amri's wife has safely delivered their new born baby. After 2 days, their baby has passed away. Can Mr. Amri use the unrecorded leave for funeral affairs or paternity leave?	Staff is eligible for seven (7) days paternity leave from the date of delivery. Since the unrecorded leave for funeral is fall within the paternity leave, therefore, he is not eligible for unrecorded leave based on the principle that 'only one benefit is enjoyed at any one time'.
16.	Mr. Abdullah works at Gombak Campus and his father was passed away at Sarawak on 3 rd November 2022 at 10:00 am. The earliest air ticket to Sarawak is on 6 th November 2022. Can he use the unrecorded leave from 6 th November 2022?	The unrecorded leave shall commence from the date the family members passed away or on the next day should it be after office hours. Mr. Abdullah is eligible to utilise the unrecorded leave from 3 rd – 5 th November 2022. He may apply for annual leave or any other leave based on his entitlement should he wish to be on leave from 6 th November 2022.



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