



### 3. DECISION

3.1 The Staff Service Committee (SSC) Meeting No. 1/2023 and No. 2/2023 held on 28<sup>th</sup> March 2023 and 13<sup>th</sup> June 2023 respectively, agreed to adopt the Amendment to PP.1.3.4: Early Payment for Cash Compensation of Unutilised Annual Leave (IIUM Golden Hand Shake) **with some modifications** as follows:-

- i) The eligibility criteria:-
  - a) Administrative and Technical staff in the support group category (Grade 3-40);
  - b) Has been serving not less than fifteen (15) years (excluding unpaid leave/half-pay leave);
  - c) Age between 45 years to 49 years old;
  - d) The total of unutilised Annual Leave accumulated prior to the initial application of the IIUM Golden Hand Shake cash compensation shall be at least 90 days; and only fifty (50) days from this total can be allowed for early payment of cash compensation;
  - e) Not involved in any criminal proceedings or disciplinary cases;
  - f) Recommended by the Head of Department/Dean/Director; and
  - g) The early payment is for the purpose of education, medical reason or any urgent matters subject to approval by the University Authority.
- ii) The Early Payment for Cash Compensation of Unutilised Annual Leave (IIUM Golden Hand Shake) is extended to other grades of other schemes of services and subject to the above criteria (b) – (f). However, the early payment is for the purpose of **medical reason only**.
- iii) The application of Early Payment for Cash Compensation of IIUM Golden Hand Shake can be made to Management Services Division as attached herewith.
- v) The approving authority is the Executive Director, Management Services Division.
- vi) The formula of calculation of the GHS shall be in accordance to the formula currently in force.

3.2 The effective date of the of implementation of the above said decision is **1<sup>st</sup> January 2023**.

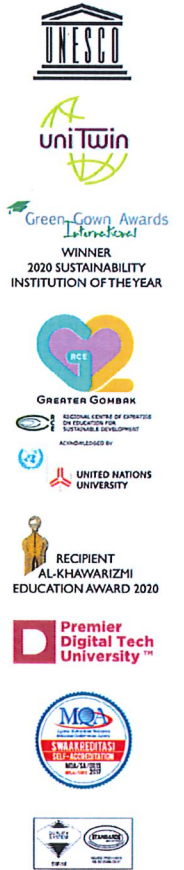
All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyah/Centre/Division/Institute/Offices/Mahallahs.

Thank you. Wassalam.

*"Leading the Way"*

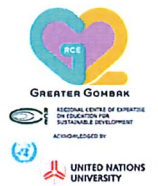


**FAZIDAH H.J. BAKHTIAR**  
Executive Director  
Management Services Division



- 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 Adviser

FB WNN AMA nas2250







الجامعة الإسلامية العالمية ماليزيا  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
بُونَدْرِسْتِي إِسْلَامِيَّةً إِنْتَارَابِيخْسَا مَلَيْسِيَا

## MANAGEMENT SERVICES DIVISION

### APPLICATION FOR EARLY PAYMENT FOR CASH COMPENSATION OF IIUM GOLDEN HAND SHAKE (GHS)

Name : \_\_\_\_\_  
 Staff No : \_\_\_\_\_  
 NRIC No. : \_\_\_\_\_ Age: \_\_\_\_\_  
 Post / Grade : \_\_\_\_\_  
 K/C/D/I/O/M : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_ Ext.: \_\_\_\_\_  
 Total IIUM GHS : \_\_\_\_\_  
 Basic salary : \_\_\_\_\_  
 Fixed allowances : \_\_\_\_\_  
 Reason of application : \_\_\_\_\_

*Please tick one (1) and provide relevant supporting documents.*

Education

Medical Reason

Urgent matters

**Kindly state reason** : \_\_\_\_\_  
 \_\_\_\_\_

*Note:*

a) *Applicable to Administrative & Technical staff (Grade 3 – 40).*

- *For staff with other grades of other schemes of services, the early payment of IIUM GHS is allowed for **medical reason ONLY***

b) *Fixed allowance refers to: -*

1. *Housing Allowance*
2. *Civil Service Allowance / Entertainment Allowance*
3. *Top Ranking Allowance / Special Grade Allowance*

### DECLARATION BY APPLICANT

I hereby declared that I agree to apply for early payment for cash compensation of fifty (50) days IIUM GHS and confirm that this is my **final decision**. The remaining balance of my IIUM GHS will be compensated upon my retirement subject to the policies in force.

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

.....

**RECOMMENDATION BY HEAD OF DEPARTMENT/DEAN/DIRECTOR**

I recommend/do not recommend this application.

Remarks (if any) \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Head of Department / Dean / Director

Official stamp : \_\_\_\_\_

.....

**VERIFICATION FROM MANAGEMENT SERVICES DIVISION**

- a) The staff has fulfilled / do not fulfill the eligibility criteria for early payment of IIUM GHS as listed below:

No.	Eligibility Criteria	Fulfilled (/) <i>or</i> Do not fulfill (x)
1.	a) Administrative and Technical staff in the support group category (Grade 3-40) or b) Other grades of other schemes of services from C (i)(1)(a)* i.e. <b>Grade: .....</b> ;  <i>*The early payment of IIUM GHS is allowed for <b>medical reason ONLY.</b></i>	
2.	Has been serving not less than fifteen (15) years (excluding unpaid leave/half pay leave);	
3.	Age of 45 years until 49 years old;	
4.	The total of unutilised Annual Leave accumulated prior to the initial application of the IIUM GHS cash compensation shall be at least ninety (90) days; and only fifty (50) days from the total can be allowed for early payment of cash compensation;	
5.	Not involved in any criminal proceedings or disciplinary cases;	
6.	Recommended by the Head of Department/Dean/Director; and	
7.	The early payment is for the purpose of <b>education, medical reason or any urgent matters</b> subject to approval by the University Authority.	

b) Calculation of early payment of IIUM GHS:

$$= \frac{\boxed{\phantom{00}} \text{ (No. of days)} \times \boxed{\phantom{00000}} \text{ (basic salary + fixed allowances)}}{30}$$

= RM \_\_\_\_\_

Based on the above calculation, it is confirmed that the staff is eligible for the early payment of IIUM GHS amounting to RM \_\_\_\_\_.

Date: \_\_\_\_\_.

\_\_\_\_\_  
Management Services Division

Official stamp : \_\_\_\_\_

---

**APPROVAL FROM EXECUTIVE DIRECTOR**

I approve / disapprove the early payment of IIUM GHS of fifty (50) days amounting to:

RM \_\_\_\_\_

Remarks (if any): \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Executive Director  
Management Services Division

Official stamp : \_\_\_\_\_

*Note:*

*All approved applications and the remaining IIUM GHS will be recorded in the HURIS.*