



IIUM/202/4/1

11th September 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. 16/2023

*SUBSIDY FOR CHILD CARE FEE AT CHILD CARE CENTRE
AT THE WORKPLACE OF GOVERNMENT AGENCIES*

1. **OBJECTIVE**

The objective of this circular is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs on the Subsidy for Child Care Fee at Child Care Centre at the Workplace of Government Agencies.

2. **BACKGROUND**

- 2.1 The Staff Service Committee (SSC) Meeting No. 2/2015 on 11th May 2015 had adopted the Government Service Circular No. 38 Year 2013 on the grant of subsidy for child care fee at child care centre at the workplace of government agencies.
- 2.2 Recently, through the Government Service Circular No. 1 Year 2023, the Government decided to improve the policy on subsidy to staff who send their children at child care centre operating at the workplace of government agencies by increasing the household income to not more than RM7,000.00 per month.

3. **DECISION**

- 3.1 The Staff Service Committee (SSC) Meeting No. 2/2023 held on 13th June 2023 agreed to adopt the Government Service Circular No. 1 Year 2023 as provided in *Appendix A*.
- 3.2 The effective date of the implementation is **13th June 2023**, i.e. the date of Staff Service Committee (SSC) Meeting No. 2/2023 which endorses the decision.
- 3.3 The MSD Service Circular No. 6/2015 is superseded by the issuance of this circular.



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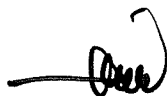
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All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyah/Centre/Division/Institute/Offices/Mahallahs.

Thank you. Wassalam.

"Leading the Way"



FAZIDAH HJ. 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

CRITERIA OF ELIGIBILITY/IMPLEMENTATION OF THE SUBSIDY FOR CHILD CARE FEE AT CHILD CARE CENTRE AT THE WORKPLACE OF GOVERNMENT AGENCIES

1. Household income (gross income staff and his/her spouse consisting of basic salary, fixed allowances, allowances and incentive payment) is **not more than RM7,000.00 per month**.
2. Applicable for children below four (4) years old on the date of registration at the child care centre.
3. In the calendar year whereby the children reach four (4) years old, subsidy can be granted up to end of the year i.e. up to 31 December.
4. The subsidy to be stopped once household income is more than RM7,000.00. For this purpose, the staff has to submit new payslip/verification by 31st December each year.
5. Application for the subsidy can be made through the Management Services Division (Agency's Human Resources Department) together with the following supporting document and must be recommended by the Head of Department:-
 - i) Copy of the staff latest payslip;
 - ii) Copy of MyKid or foster child certificate issued by Jabatan Pendaftaran Negara;
 - iii) Copy of MyKid and related document in the case of stepchild/children; and
 - iv) Copy of spouse's payslip or certification letter by head of department if spouse is not working or self employed.
6. The subsidy of RM180.00 is **to be paid directly to the eligible staff** since the full nursery charges was made through monthly salary deduction.
7. The subsidy is only eligible to be given to one of the officers, i.e. either husband or wife.
8. The subsidy only valid to IIUM Educare and its branches only.
9. There is an opportunity for IIUM to request the approval from the Public Service Department (PSD) for reimbursement of the subsidy paid in advance by the University. If the request is approved, the amount will be credited into the University's account.
10. The University had agreed to extend the subsidy to permanent and contract staff (full time with warrant). However, staff from Strategic Business Unit (SBU) and staff appointed using Trust Fund account will not be eligible for the subsidy.