



IIUM/202/4/1

11<sup>th</sup> 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. 18/2023**

**REVISION OF THE PATERNITY LEAVE ENTITLEMENT**

**1. OBJECTIVE**

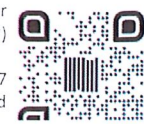
The objective of this circular is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs pertaining to revision of the paternity leave entitlement.

**2. BACKGROUND**

- 2.1 The Staff Service Committee (SSC) Meeting No. 3/2003 had adopted the Government Service Circular No. 9/2002 on the seven (7) days unrecorded leave of paternity leave that may be given to the male staff of the University in order to allow them to assist in matters related to the birth of the new born baby. This facility is limited to five (5) times only throughout the service of the staff.
- 2.2 Pursuant to the Employment Act 1955 (Amendment) 2022 which comes into force on 1<sup>st</sup> January 2023, the University's policy on paternity leave has been revised in accordance with the provisions of the Act.

**3. DECISION**

- 3.1 The Staff Service Committee (SSC) Meeting No. 2/2023 held on 13<sup>th</sup> June 2023 approved the revised entitlement of paternity leave based on the new provision of the Employment Act 1955 (Amendment) 2022 as provided in *Appendix A*.
- 3.2 The date of implementation of the above revision will take effect from **1<sup>st</sup> January 2023** i.e. effective date of the Employment Act 1955 (Amendment) 2022. However, it is not applicable to staff who have resumed for duty after paternity leave since 1<sup>st</sup> January 2023.
- 3.3 With the issuance of this circular, the MSD Circular Letter No. 1/2003 is superseded.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.

*"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

*FB WNN-AMA nas2250*

## PATERNITY LEAVE ENTITLEMENT

No.	Item	Description
1.	Eligibility	<ul style="list-style-type: none"> <li>i) Applicable to all male staff, appointed on permanent and contract basis; and</li> <li>ii) Has been employed at least twelve (12) months before the commencement of the paternity leave.</li> </ul>
2.	Implementation	<ul style="list-style-type: none"> <li>i) The leave facility is considered as an unrecorded leave for husband to assist their wife delivery;</li> <li>ii) Seven (7) days paternity leave including all weekends and public holidays which fall within the duration of this leave;</li> <li>iii) The unrecorded leave commences from the date the wife of the staff has given birth or on the next day if delivered after office hours;</li> <li>iv) The leave is limited up to five (5) delivery irrespective of the number of spouses; <b>and</b></li> <li>v) The benefit is subject to the interest of the department and exigency of service.</li> </ul>
6.	Obligation	<p>Staff is required to:-</p> <ul style="list-style-type: none"> <li>i) Notify the employer of the spouse's pregnancy at least thirty (30) days from the expected confinement or as early as possible after the birth.</li> <li>ii) To forward the certification letter on the wife who has given birth.</li> </ul>
7.	Others	<p>After office hours means after 6:00 pm based on the implementation of Flexible Working Hours. Should the delivery be after 6:00 pm, the paternity leave is counted from the next day.</p> <p>This also applicable to staff who are on shift duties.</p>