



MANAGEMENT SERVICES DIVISION

Ref : IIUM/202/4/1
Date : 15th November 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. 22/2023

REVISION OF MATERNITY 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 maternity leave entitlement.

2. BACKGROUND

- 2.1 The current policy on maternity leave is stipulated in the MSD Service Circular No. 2/2018 and MSD Service Circular No. 5/2020.
- 2.2 Following the amendments to the Employment Act 1955 (Amendment) 2022 which took effect on 1st January 2023, the University has decided to revise the entitlement of maternity leave in accordance with the Act.

3. DECISION

- 3.1 The Staff Service Committee (SSC) Meeting No. 2/2023 and No. 4/2023 held on 13th June 2023 and 26th September 2023 respectively had approved the revised entitlement of maternity leave based on the new provision of the Employment Act 1955 (Amendment) 2022 as *Appendix A*.
- 3.2 The SSC has also agreed to grant an additional eight (8) days to staff who has completed her maternity leave after 1st January 2023 and before the implementation of ninety-eight (98) days maternity leave in IIUM. The eight (8) days shall be calculated from the date the staff resumed for duty after ninety (90) days maternity leave. Utilisation of the remaining working days from the eight (8) days can be arranged accordingly subject to approval of the Head of Department/Immediate Supervisor.

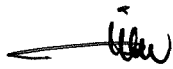


- 3.3 The date of implementation of the above revision will take effect from 1st January 2023 i.e. effective date of the Employment Act 1955 (Amendment) 2022.
- 3.4 With the issuance of this circular, the MSD Service Circular No. 2/2018 and MSD Service Circular No. 5/2020 are superseded.

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.

"Leading the Way"



FAZIDAH H. 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

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MATERNITY LEAVE ENTITLEMENT

No.	Item	Description
1.	Eligibility	<p>i) Applicable to all female staff of the University on permanent or contract basis.</p> <p>ii) Maximum to five (5) surviving children throughout her service, irrespective of age.</p>
2.	Criteria	<p>i) Eligibility criteria for Maternity Leave with Full Pay salary:</p> <p>a) She has been employed by the University for a period of, or periods amounting in the aggregate to, not less than ninety (90) working days during the nine (9) months pregnancy immediately before her confinements; and</p> <p>b) She has been employed at any time in the four (4) months immediately before the confinement.</p> <p>ii) In the event she is not fulfilling the conditions (a) above, she may entitle to maternity leave without full pay salary, and she may with the consent of University commence work at any time during the eligible period if she has been certified fit to resume work by a registered medical practitioner.</p> <p>iii) Notify the University on the following conditions:-</p> <p>a) She is about to leave the University and who knows or has reason to believe that she will be confined within four (4) months from the date upon which she leaves, shall before leaving the University notify of her pregnancy, failing which she shall not be entitled to receive any full pay salary.</p> <p>b) She shall within the period of sixty (60) days immediately preceding her expected confinement notify the University of it and the date from which she intense to commence her maternity leave and if she commences such leave without notifying the University, the payment of full salary to her may be suspended.</p> <p>iv) Should the maternity leave of 98 days has been fully utilised up to five (5) deliveries, staff may utilise their annual leave or unpaid leave; whichever is applicable.</p> <p>v) Staff who given birth after 22 weeks of pregnancy (either the baby is alive or die) will also be eligible for maternity leave.</p>
3.	Duration	<p>i) 98 days maternity leave for each delivery up to five (5) children subject at the time of application the staff yet to reach 5 children.</p> <p>ii) The maternity leave starts from the date of delivery. However, the staff may utilise the maternity leave in advance at any time within fourteen (14) days from the expected date of delivery which is part of maternity leave.</p>

