



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. 5/2023

**ADOPTION OF THE PUBLIC SERVICE DEPARTMENT'S LETTER ON THE REVISED
CONDITION OF PAYMENT OF ON CALL ALLOWANCE FOR PERFORMING DUTIES
OUTSIDE THE NORMAL WORKING HOURS FOR MEDICAL/DENTAL
OFFICERS/LECTURERS AND MEDICAL SPECIALIST**

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's Letter on the Revised Condition of Payment of On Call Allowance for Performing Duties Outside the Normal Working Hours for Medical/Dental Officers/Lecturers and Medical Specialist.

2. BACKGROUND

2.1 The University through MSD Service Circular Letter No. 11/2012 had adopted the PSD's letter ref. JPA.SARAAN(S)215/8/2-4/KIt.6 (11) dated 16th December 2011 on the revision of the rate of On Call Allowance for performing duties outside the normal working hours for Medical Officers and Medical Specialist, effective from 1st September 2011 as follows:-

Nature of On Call duty	Description	Rate per night	
		Medical Specialist	Medical Officer
Active Call - Outside normal working hours for more than 16 hours continuously	Normal working days	RM230.00	RM200.00
	Weekends & PH	RM250.00	RM220.00
Passive Call - Standby at home and called for duty for more than 4 hours	Normal working days	RM150.00	RM130.00
	Weekends & PH	RM160.00	RM140.00
Passive Call - Standby at home and called for duty for less than 4 hours or not being called for duty	Normal working days	RM100.00	RM80.00
	Weekends & PH	RM105.00	RM85.00
Performing on call duties for more than 15 hours continuously	Normal working days	Allowance of Flexi Hours of RM600.00 per month	
	Weekends & PH		



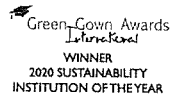
2.2 In year 2019, the Ministry of Health Malaysia (MOH) through its letter ref. KKM.100-1/8/34 (14) dated 25th April 2019 had issued a guideline on the On Call Allowance claim which includes the following:

- i) Reduction of Active Call - Outside normal working hours for more than 16 hours continuously to **15 hours** continuously.
- ii) Discontinuation of Allowance of Flexi Hours of RM600.00 per month for on call duties perform for more than 15 hours continuously.

The rate of On Call Allowance are as follows:-

Nature of On Call duty	Description	Rate per night	
		Medical Specialist	Medical Officer
Active Call - Outside normal working hours for more than 15 hours continuously	Normal working days	RM230.00	RM200.00
	Weekends & PH	RM250.00	RM220.00
Passive Call - Standby at home and called for duty for more than 4 hours	Normal working days	RM150.00	RM130.00
	Weekends & PH	RM160.00	RM140.00
Passive Call - Standby at home and called for duty for less than 4 hours or not being called for duty	Normal working days	RM100.00	RM80.00
	Weekends & PH	RM105.00	RM85.00

- 2.3 The above MOH's letter dated 25th April 2019, however, was not adopted by the University; IIUM maintains the implementation of the On Call Allowance as stated in para 2.1.
- 2.4 The PSD in its letter ref. JPA (S).800-77/2/137 (6) dated 30th August 2022 has decided that the payment of On Call Allowance for performing duties outside the normal working hours **be extended to the Medical and Dental Officer who are on study leave in pursuing Master Specialist** at the MOH's facilities, University Malaya (UM), University Kebangsaan Malaysia (UKM) and Universiti Sains Malaysia (USM). Based on exigency of service and taking into consideration that performing duties outside the normal working hours is part of the study leave requirement, therefore, effective 1st **September 2022**, Medical/Dental Officer who are on study leave in pursuing Master Specialist is eligible for the said On Call Allowance.
- 2.5 In addition to the above, MOH in its letter ref. KKM.100-2/5/21 JLD. 2 (26) dated 12th October 2022 has also agreed that Medical and Dental Officer who are on study leave in pursuing Master Specialist at any University Teaching Hospitals be eligible for the On Call Allowance.
- 2.6 In terms of implementation, IIUM has been extending the payment of On Call Allowance to its Medical/Dental Officer/Lecturer including those approved for study leave.
- 2.7 As of November 2022, out of two hundred and sixty-three (263) Medical/Dental Officer/Lecturer who are paid with On Call Allowance, forty (40) of them are currently on study leave including fifteen (15) Medical Officers.



3. **DECISION**

3.1 The Staff Service Committee (SSC) Meeting No. 4/2022 held on 22nd December 2022 approved the adoption of the PSD's and MOH's letters stated in para 2.4 and 2.5 above on the payment of On Call Allowance for performing duties outside the normal working hours to the Medical/Dental Officer and Medical/Dental Lecturer including those approved on study leave in pursuing Master Specialist at any University Teaching Hospitals at the following rate:

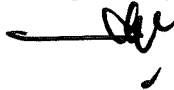
Nature of On Call duty	Description	Rate per night	
		Medical Specialist	Medical Officer
Active Call - Outside normal working hours for more than 15 hours continuously	Normal working days	RM230.00	RM200.00
	Weekends & PH	RM250.00	RM220.00
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Passive Call - Standby at home and called for duty for less than 4 hours or not being called for duty	Normal working days	RM100.00	RM80.00
	Weekends & PH	RM105.00	RM85.00

- 3.2 The effective date of implementation is **1st September 2022** as stated in the PSD's and MOH's letters.
- 3.3 With the issuance of this circular, the MSD Service Circular Letter No. 11/2012 and MSD Service Circular No. 9/2016 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.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

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