



IIUM/202/4/1

22nd April 2024

All Deans / Directors
Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs
International Islamic University Malaysia

Dear YBhg. Dato'/Prof./Dr./Sir/Madam,

Assalamualaikum Warahmatullahi Wabarakatuh

NOTIFICATION ON THE INCLUSION OF SASMEC @IIUM CHILD CARE CENTRE AS ELIGIBLE CENTRE FOR SUBSIDY FOR CHILD CARE FEE POLICY AT THE WORKPLACE OF GOVERNMENT AGENCIES

May this letter find YBhg. Dato'/Prof./Dr./Sir/Madam in the best of health by the grace of Allah (S.W.T.).

2. This letter is issued to notify all staff on the inclusion of SASMEC @IIUM Child Care Centre as one of the child care centres that eligible for child care subsidy.
3. The welfare of the staff is paramount to the success and wellbeing of SASMEC @IIUM. In line with this commitment, SASMEC @IIUM has implemented various initiatives aiming at enhancing staff quality of life and work life balance. With the service available at SASMEC @IIUM, we seek to reduce absences of employees who leave work to transport their children to and from daycare.
4. One of the initiatives is the establishment of SASMEC @IIUM Child Care Centre by Koperasi Sultan Ahmad Shah Medical Centre @IIUM with the aim of providing childcare to staff while allowing them to focus on their work. The establishment of the SASMEC @IIUM Child Care Centre resulted from the discontinuation of the IIUM Educare Sdn. Bhd. services at SASMEC @IIUM starting from 31st December 2023.
5. The Hospital Management Committee Meeting No. 3/2023 on 14th December 2023 approved the establishment of the SASMEC @IIUM Child Care Centre. The meeting also agreed that the eligible staff will have the privilege to enjoy the subsidy of nursery amounting to RM180.00 per child per month.
6. The Staff Service Committee (SSC) No. 2/2024 held on 12th March 2024 approved the adoption of a policy regarding subsidies for child care fees at SASMEC @IIUM Child Care Centre.



7. Details of the criteria are as outlined in the **Staff Service Circular No. 16/2023** with the new inclusion of SASMEC @IIUM Childcare Centre is as in *Appendix A*.

All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyahs/Centres/Divisions/Institutes/Offices/Mahallahs.

Thank you. *Wassalam*.

"LEADING THE WAY"


ZURAIDA HASSAN
Executive Director
Management Services Division
International Islamic University Malaysia

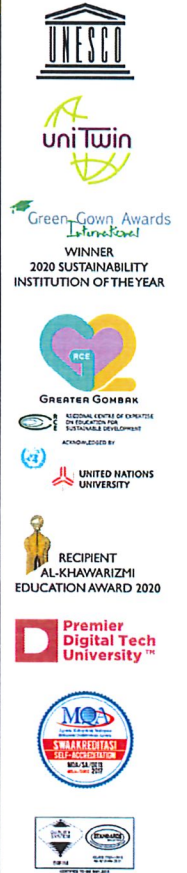
- c.c. : Rector
: Deputy Rector (Academic and Internationalisation)
: Deputy Rector (Responsible Research and Innovation)
: Deputy Rector (Student Development and Community Engagement)
: Executive Director (Finance Division)
: Executive Director (Development and Planning)
: Campus Director, IIUM Kuantan Campus
: Legal Adviser

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

No.	Item	Description
1.	Criteria	i. Permanent and contract staff (full time with warrant). ¹ ii. 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. iii. Applicable for children below four (4) years old on the date of registration at the child care centre. iv. 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. v. 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.
2.	Rate	i. 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. ii. The subsidy is only eligible to be given to one of the officers, i.e. either husband or wife.
3.	Approved list of Child Care Centre	i. The subsidy only valid to IIUM Educare and its branches. ii. SASMEC @IIUM Child Care Centre. ²



¹ Staff from Strategic Business Unit (SBU) and staff appointed using Trust Fund account will not be eligible for the subsidy.

² New inclusion approved by Staff Service Committee Meeting No. 2/2024 dated 12.03.2024.



No.	Item	Description
4	Application	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.
5.	Others	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.

Staff Service Committee
 No. 2/2023 @13.06.2023

