



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

STAFF SERVICE CIRCULAR NO. 1/2024

OVERTIME POLICY

1. OBJECTIVE

The objective of this circular is to notify all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs pertaining to the Overtime Policy.

2. BACKGROUND

2.1 The Staff Service Committee (SSC) Meeting No. 1/2023 held on 28th March 2023 were notified about the amendments and new provisions to the Employment Act 1955 (Amendment) 2022 which are included in the Employment (Amendment of First Schedule) Order 2022.

2.2 The Employment Act (Amendment) 2022 now covers all employees irrespective of wages. All employee are covered, except that the following sections do not apply for those earning above RM4,000.00 per month:-

- Rate of payment for working on rest days [S.60(3)];
- Rate of Overtime payment for working outside working hours [S.60A(3)];
- Allowance prescribed by the Minister of Human Resources for shift-based work [S.60C(2A)];
- Rate of payment for working on paid holiday (public holiday) [S.60D(3)];
- Rate of payment for working half day on paid holiday [S.60D(4)]; and
- Termination, lay-off, retirement benefits prescribed by the Minister of Human Resources [S.60].

2.3 The Management Services Division and Office of the Legal Adviser conducted a series of workshop as well as discussions with the Department of Labour Peninsular Malaysia at Putrajaya on the policies affected by the Employment Act (Amendment) 2022 including Overtime Policy. Based on the discussion, it was recommended that the current Overtime Policy should be revised accordingly.



3. DECISION

- 3.1 The Staff Service Committee (SSC) Meeting No. 2/2023, No. 3/2023 and No. 1/2024 held on 13th June 2023, 7th August 2023 and 9th January 2024 respectively approved the revised Overtime Policy as in the **Appendix A**.
- 3.2 The effective date of implementation is **1st April 2024**.
- 3.3 With the issuance of this circular, the MSD Service Circular No. 6/2019, MSD Service Circular Letter No. 1/2019, MSD Service Circular No. 8/2018 and MSD Service Circular Letter No. 1/2018 and any relevant circulars or circular letters related to Overtime and Extra Working Hours are superseded by the above decision.

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

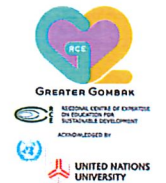
Thank you. *Wassalam*.

"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

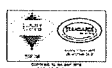
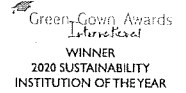
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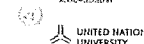
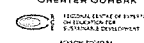
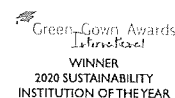
APPENDIX A

OVERTIME POLICY

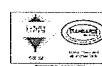
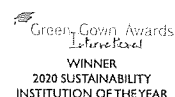
No.	Definition	Description
1.	Normal Working Hours	<p>Total normal working hours is 8 hours per day, excluding 1 hour break.</p> <p>Total normal working hours is not more than 45 hours per week.</p> <p>Normal Working Hours refer to the Flexible Working Hours and Shift Working Hours.</p>
2.	Shift Working Hours and Shift Allowance	<p>a) For KCDIOM that provide twenty four (24) hours services, such as OSEM, ISC, or SASMEC, three (3) shifts system is recommended. Other KCDIOM that do not provide 24 hours service, two (2) shifts system is recommended.</p> <p>b) Staff on Shift Working Hours may work more than eight (8) hours per day provided that the average number of shift working hours over any period of three (3) weeks does not exceed forty-five (45) hours per week.</p> <p>c) Rest and praying time are taken into calculation of shift allowance where the maximum of total shift hour in one (1) day/shift can be a maximum of twelve (12) hours.</p> <p>d) Staff is not allowed in shift duties for more than twelve (12) hours in a day, and no two (2) shifts duties are allowed in a day.</p>
3.	Working on Saturday, Sunday and Public Holiday	Any work assigned within normal working hours on Saturday, Sunday and Public Holiday is defined as Working on Rest day or Working on Public Holiday.
4.	Overtime	Work assigned by HOD/Immediate Supervisor to the staff outside or beyond the normal working hours.
5.	Nature of works allowed for Overtime	<p>Any assignment for overtime is only allowed for critical or emergency reason only such as follows:-</p> <p>a) Emergency work related to maintenance of the disconnected services, (i.e. internet, network, electricity, water supply);</p> <p>b) An important works and cannot be delayed which may cause the detrimental to the services;</p> <p>c) The required work to be done beyond the normal tasks; and</p> <p>d) Works that need to be managed during a specified period.</p>



No.	Definition	Description
6.	Salary Determination for Overtime Eligibility	All salaries that are stated in the Contract of Service i.e. Basic salary, Entertainment Allowance or Civil Service Allowance, Housing Allowance, COLA
7.	Eligibility for Overtime	<p>a) Applicable to all categories of staff with salary of RM4,000.00 and below.</p> <p>b) Support Group Staff who are not covered under Employment Act i.e. salary above RM4,000.00 are to be paid with Extra Working Hours which in accordance to the rate of overtime.</p> <p>Maximum payment for Extra Working Hours would be not more than 1/3 of basic salary.</p>
8.	Rate of payment for working hours	<p>i) Working on normal working hours (Excluded from overtime claim)</p> <p>a) Monday to Friday <i>Ordinary rate of salary</i></p> <p>b) Saturday / Sunday (Rest day) <i>1 – 4 hours = 0.5 Ordinary rate of salary</i> <i>>4 – 8 hours = 1.0 Ordinary rate of salary</i></p> <p>c) Public Holiday <i>1 – 8 hours = 2.0 Ordinary rate of salary</i></p> <p>ii) Working outside/beyond normal working hours (Calculated for overtime claim within 104 hours)</p> <p>a) Monday to Friday <i>1.5 time hourly rate of salary</i></p> <p>b) Saturday / Sunday (Rest day) <i>2.0 time hourly rate of salary</i></p> <p>c) Public Holiday <i>3.0 time hourly rate of salary</i></p>

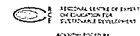
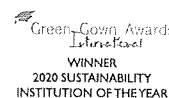


No.	Definition	Description
9.	Calculation of Overtime	<p>a) The minimum hours of overtime claim is one (1) hour, and subsequently every fifteen (15) minutes in a block system per day. The maximum hours of overtime is four (4) hours per working day.</p> <p>The following durations during normal working hours which are considered as breakfast, rest time, lunch break, dinner, praying time, etc. are not counted as an overtime work or for the purpose of substitutional leave:-</p> <ul style="list-style-type: none"> i) From 1.00 pm to 2.00 pm (Monday to Thursday) ii) From 12.15 pm to 2.45 pm (Friday) iii) From 7.00 pm to 8.00 pm <p>b) Maximum hours of claim is 104 hours per month, excluded working on normal working hours on Saturday, Sunday and Public Holiday.</p> <p>c) Staff on covering assignment is allowed to claim after two (2) hours and fifteen (15) minutes of the official working hours.</p> <p>d) Any overtime claim is to be submitted to the Payroll Unit of MSD within the seventh (7th) day of the following month, failing which the current policy on maximum duration of claim will be applicable.</p>
10.	Converting Overtime to Substitutional Leave	<p>a) Staff are not allow to be assigned for overtime more than 104 hours per month.</p> <p>b) Staff are allowed to apply for conversion on the total of eight (8) hours of overtime to one (1) day Substitutional Leave.</p> <p>c) Any Extra Working Hours assigned beyond maximum limit of 1/3 salary payment, the staff members could apply for Substitutional Leave.</p> <p>d) Attending a course/official duties beyond the normal working hours is not considered as overtime. Thus, not eligible for Substitutional Leave, unless staff been assigned as a Secretariat/Committee that requires to perform the duties beyond the normal working hours for the university events.</p> <p>e) Any approved Substitutional Leave is to be utilised within six (6) months from the month of approval.</p>



No.	Definition	Description
11.	Role of HOD / Immediate Supervisor	<p>a) The HOD/Immediate Supervisor is required to closely monitor the staff's assignment by filling up <u>Overtime Instruction Form</u> prior to the assignment of duty and verify the completion of the task base on the work output.</p> <p>b) Must ensure the requirements for overtime is adhered and within the allocated approved budget prior to overtime instruction.</p> <p>c) The HOD/Immediate Supervisor are responsible to ensure the overtime claim is true and justified for payment purposes by the staff. Any false claim made may lead to disciplinary offence for both parties.</p>
12.	Drivers' Overtime Claim <i>(Including staff on other grades category who are performing the drivers's duty on personal-to-holder basis)</i>	<p>a) Drivers are allowed to claim overtime on the following:</p> <ul style="list-style-type: none"> i) Assigned as second drive for long journey subject to the drivers stay in the bus during the travel duration ii) Stand-by duration subject to the drivers stay at the location of events. iii) Necessary preparation/arrangement prior or after the driving, subject to approval by the HOD/Immediate Supervisor. <p>b) If the driving time of outstation is more than eight (8) hours, they are eligible to claim for other allowances as per policy on official duties currently in force.</p> <p>c) Drivers who are assigned to Top Management are eligible to claim for overtime during stand-by at office or at the location of events.</p>
13.	Source of Fund for Overtime Payment	<p>a) The sources of fund to pay for overtime needs to be identified accordingly. For instance, if the technician / staff has to work during weekend for income generating events, i.e. seminars, conferences, forums organised by the KCDIOM, the payment of overtime for the staff will be funded by the respective KCDIOM trust fund instead of the Kulliyah operating fund.</p> <p>b) The maintenance of venues for income generating programmes to be financed by the trust fund. For programme organised by external party, the payment of overtime work needs to be incorporated in the programme expenditure charged to the organiser.</p> <p>c) Finance Division is allowed to journal the expenses as per above to the respective Trust Fund as recommended by the KCDIOM.</p>

Secretariat, Staff Service Committee
Management Services Division
09.01.2024



<i>Total Hours</i>									0	0	0	0	0	0

GRAND TOTAL HOURS CLAIMED : HOURS.

I hereby declare the above claim is true.

Signature of Applicant

Date:

PART C: CONVERSION OF OVERTIME TO SUBSTITUTIONAL LEAVE (OPTIONAL)

I wish to apply for the 1st eight (8) hours / subsequent eight (8) hours of Overtime to a Substitutional Leave.

Disclaimer: Please ensure that the claim is true and any false claim made may lead to disciplinary offence and in accordance to IIUM Anti-Bribery Management System.

Signature of Applicant

Date:

PART D: APPROVAL FROM HEAD OF DEPARTMENT (HOD) / IMMEDIATE SUPERVISOR (IS)

- Disclaimer:*
- 1. The staff and HOD/IS are responsible to ensure that the OT/EWH claimed is true and justified for payment purposes.*
 - 2. To safeguard the approving authority from approving false or unjustified claims, the HOD/IS shall ensure that consistency, transparency and integrity are upheld during the approval.*

I hereby recommend the above claim. *(For claim on special assignment, if any)*
I hereby recommend the above claim.

(Signature & Official stamp)
Immediate Supervisor 1

Date:

(Signature & Official stamp)
Immediate Supervisor 2

Date:

I hereby approve the above claim.

(Signature & Official stamp)
Dean/Director/Head of Department

Date:

PART D: FOR OFFICE USED (Payroll and Financial Services Unit, MSD)

Date Received	
Date Processed	