



IIUM/202/4/1

22<sup>nd</sup> 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. 6/2024**

**REINSTATEMENT OF LAUNDRY ALLOWANCE FOR ELIGIBLE STAFF**

**1. OBJECTIVE**

The objective of this circular is to notify all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs pertaining to the reinstatement of Laundry Allowance for eligible staff.

**2. BACKGROUND**

- 2.1 The MSD Service Circular No. 5/2001 stipulated that Laundry Allowance is paid to IIUM staff members whose duties require them to wear uniform. Uniform is defined as a complete gear from head to toe as required by IIUM in executing the staff's duties. Overcoats or bush jackets are not defined as uniform.
- 2.2 The rate of Laundry Allowance is RM50.00 per month. The Laundry Allowance falls under the non-fixed allowance and it will be stopped in the event the staff is approved for any combination of leave for more than twenty-eight (28) days continuously.
- 2.3 Based on the MSD Service Circular No. 6/2001 and No. 14/2015, the Laundry Allowance is granted to certain category of positions as follows:-
  - i) Assistant Medical Officer
  - ii) Assistant Pharmacist
  - iii) Dental Therapist
  - iv) Dental Surgery Assistant
  - v) Drivers
  - vi) Medical Health Assistant
  - vii) Nurses/Community Nurse/Nursing Assistants/Clinical Assistants



- viii) Operation Assistants
- ix) Public Health Assistant
- x) Security Officer
- xi) Security Assistant
- xii) Security Guard

Staff other than those in the above category is eligible for basic overcoat only. As such they are not entitled for Laundry Allowance.

- 2.4 Due to financial constraint, the Staff Service Committee (SSC) Meeting No. 1/2018 held on 4<sup>th</sup> January 2018 has decided to discontinue the Laundry Allowance for the newly appointed staff effective from 1<sup>st</sup> January 2018. This decision was communicated through the MSD Service Circular No. 9/2018.
- 2.5 The University acknowledged the importance of reinstating the Laundry Allowance as part of the benefits to be enjoyed by eligible staff.

### 3. DECISION

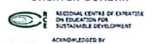
- 3.1 The Staff Service Committee (SSC) Meeting No. 1/2024 held on 9<sup>th</sup> January 2024 has decided as follows:-
  - i) To reinstate the payment of Laundry Allowance for eligible staff who are provided with uniform.
  - ii) The source of fund for the reinstatement of Laundry Allowance is from SASMEC @IIUM for staff of SASMEC and IIUM Internal Fund for other KCDIOM, subject to the financial capability of the University.
- 3.2 The effective date is **1<sup>st</sup> January 2024**.
- 3.3 The policy on Laundry Allowance is attached as *Appendix A*.
- 3.4 With the issuance of this circular, the MSD Service Circular No. 5/2001, No. 6/2001, No. 14/2015, No. 9/2018 and MSD Service Circular Letter No. 2/2019 related to Laundry Allowance are superseded.

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*.

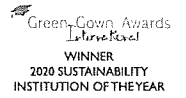
"LEADING THE WAY"

  
**ZURAIIDA HASSAN**  
 Executive Director  
 Management Services Division  
 International Islamic University Malaysia



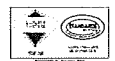
- c.c. : Rector
- : Deputy Rector (Academic and Internationalisation)
- : Deputy Rector (Responsible Research and Innovation)
- : Deputy Rector (Student Development and Community Engagement)
- : Executive Director (Finance Division)
- : Executive Director (Development and Planning)
- : Campus Director,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

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LAUNDRY ALLOWANCE

No.	Item	Description
1.	Definition	<p>Laundry allowance refers to an incentive given to IIUM staff whose duties require them to wear uniform.</p> <p>Uniforms was defined as a complete gear from head to toe as required by IIUM in executing the staff's duties. Overcoats or bush jackets are not defined as uniforms.</p>
2.	Approved list of category of positions	<p>i) Assistant Medical Officer                      ii) Assistant Pharmacist                      iii) Dental Therapist                      iv) Dental Surgery Assistant                      v) Drivers                      vi) Medical Health Assistant                      vii) Nurses/Community Nurse/Nursing Assistants/Clinical Assistants                      viii) Operation Assistants                      ix) Public Health Assistant                      x) Security Officer                      xi) Security Assistant                      xii) Security Guard</p> <p>Staff other than those in the above category is eligible for basic overcoat only. As such they are not entitled for Laundry Allowance.</p>
3.	Rate of Laundry Allowance	<p>i) RM50.00 per month</p> <p>ii) Staff who has yet to complete serve for a duration of one (1) month, the entitlement will be on proportionate basis.</p>
4.	Claim	<p>The effective date of Laundry Allowance claim is the date of appointment or the date the staff is provided with uniforms, whichever is the later.</p>



No.	Item	Description
5.	Eligibility	<p>Laundry allowance is non fixed allowance and would be stopped on the following reasons:-</p> <ul style="list-style-type: none"> <li>i) Unpaid leave (including unpaid study leave) for more than twenty-eight (28) consecutive days;</li> <li>ii) Half-pay leave (including half-pay study leave) for more than twenty-eight (28) consecutive days;</li> <li>iii) Attending course with full pay salary more than three (3) months including Saturday, Sunday and Public Holiday;</li> <li>iv) Annual leave more than twenty-eight (28) days continuously including Saturday, Sunday and Public Holiday;</li> <li>v) Any combination of leave (such as Hajj leave/maternity leave/medical leave and absent without leave) more than twenty-eight (28) days continuously including Saturday, Sunday and Public Holiday; or</li> <li>vi) Carry out an official duties other than substantive duties on the direction of the Head of Departments exceeds ninety-two (92) consecutive days.</li> </ul>

Secretariat  
Staff Service Committee  
Management Services Division  
09.01.2024

