

The background of the page is a blurred image of a large, multi-story building with a central tower, likely a university building, set against a light sky. The image is out of focus, creating a soft, ethereal effect.

IUM STAFF HANDBOOK

**MANAGEMENT SERVICES DIVISION
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

IUM STAFF HANDBOOK

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INTRODUCTION

This staff handbook provides information on important aspects of the University as reference points for the University staff. The information provided is, however, neither exhaustive nor detailed. Staff is, therefore, advised to check the details from the relevant references, websites and divisions as noted throughout this handbook.

The policies, rules, regulations and procedures of the University may change from time to time. Staff is required to keep up with the latest information accordingly whenever he receives any circular or circular letters from the relevant University authorities.

This staff handbook is just for reference and should not be used as a basis on which to take legal proceedings against the University.

INFORMATION ON IIUM

BACKGROUND

International Islamic University Malaysia (IIUM) was established on 20th May 1983 by the Malaysian Government on the initiative of Hon. Dato' Seri Dr. Mahathir Mohamad, the Prime Minister of Malaysia (1981 – 2003). The establishment of the University was co-sponsored by the Organisation of Islamic Cooperation (formerly known as Organisation of Islamic Cooperation) (OIC) and several Muslim countries.

IIUM operates under the direction of a Board of Governors with representatives from the sponsoring governments and organisation, namely: Malaysia (host country), People's Republic of Bangladesh, Arab Republic of Egypt, Libya, Maldives, Islamic Republic of Pakistan, Kingdom of Saudi Arabia, Republic of Turkey and the Organisation of the Islamic Cooperation (OIC).

IIUM is the only public university in Malaysia which uses English as its main medium of instruction and in its everyday operations. Arabic is also used as the medium of instruction for undergraduate and postgraduate programmes in the Kulliyah of Islamic Revealed Knowledge and Human Sciences. The use of these two languages facilitates one of the University's missions, that is, internationalisation.

Currently, IIUM has five campuses. The main campus is located on a 288-hectare site in Gombak while the science-based kulliyahs occupy a 400-hectare site in Kuantan. The KL Campus is sited on two locations in the nation's capital of Kuala Lumpur; at Jalan Duta and Jalan Damansara. The IIUM Centre for Foundation Studies is located in Petaling Jaya and Gombang.

The student population of IIUM is made up of 19,412 undergraduate and 5,310 postgraduate students, including international students from eighty-five (85) countries. In term of its staff population, IIUM is a workplace of choice for nearly 4000 staff, with 18% of its academic staff

members coming from forty-four (44) countries in the world. This composition of IIUM community of staff and students reflects the geographic and cultural diversity of the Ummah.

IIUM's close links with a large number of universities both in Malaysia and overseas, IIUM's ability to attract significant number of international students, and the strong support of the Malaysian Government in IIUM's education system help to ensure that the University will continue to increase its performance levels to meet educational challenges of future decades.

UNIVERSITY PHILOSOPHY, VISION AND MISSION

IIUM PHILOSOPHY

The University shall be guided by the philosophy and principles which shall include the following:

- a) The meaning and spirit of *Surah Al-'Alaq*, verses 1 to 5 of the Holy Qu'ran as the fundamental constituent principle of the University;
- b) The acceptance of *tawhid* in recognising Allah as the Absolute Creator and Master of the Universe;
- c) The ultimate source of knowledge is the acceptance of Allah as the Absolute Creator and Master of mankind;
- d) The propagation and advancement of knowledge is a trust (*amanah*) from Allah and shall be in conformity with the purpose of Allah's creation of the universe;
- e) Knowledge shall be utilised by mankind as the servant (*'abd*) and vicegerent (*khalifah*) of Allah on earth, in accordance with the will of Allah;
- f) The quest for knowledge is regarded as an act of worship (*'ibadah*); and
- g) The University shall be Islamic and international in character.

IIUM VISION

Inspired by the world-view of *tawhid* and the Islamic philosophy of the unity of knowledge as well as its concepts of holistic education, the University aims at becoming a leading international centre of excellence in education, research and innovation which seeks to restore the dynamic and progressive role of the *ummah* in all branches of knowledge.

IIUM MISSION

Towards actualising the University's vision, the University endeavours:

- i. to undertake the special and greatly needed task of reforming contemporary Muslim mentality and integrating Islamic revealed knowledge and human sciences in a positive manner;
- ii. to produce better quality intellectuals, professionals and scholars of distinction, by integrating quality of faith (*iman*), knowledge (*'ilm*), and good character (*akhlaq*) to serve as

- agents of comprehensive and balanced progress as well as sustainable development in Malaysia and in the Muslim world;
- iii. to promote the concept of Islamisation of human knowledge in teaching, research, consultancy, dissemination of knowledge and the development of academic excellence in this University;
 - iv. to nurture the quality of holistic excellence imbued with Islamic moral-spiritual values, in learning, teaching, research, consultancy, publication, administration and student life;
 - v. to exemplify an international community of dedicated intellectuals, scholars, professionals, officers and staff motivated by the Islamic worldview and code of ethics as an integral part of their work culture;
 - vi. to enhance intercultural understanding and foster civilisational dialogues in Malaysia as well as across communities and nations; and
 - vii. to develop an environment which instils a commitment to life-long learning and a deep sense of social responsibility among staff and students.

The Mission Statement of the University shall at all times reflect the following four core elements:

- i. Integration;
- ii. Internationalisation;
- iii. Islamisation; and
- iv. Comprehensive Excellence.

INTERPRETATION OF THE UNIVERSITY'S LOGO



The logo represents the aspirations, ideals and objectives of the International Islamic University Malaysia.

It is made up of four main parts:

- i. the symbol of the Qur'an;
- ii. the symbol of the Ka'abah;
- iii. the eight domes pointing in eight directions; and
- iv. the eight outer domes.

THE SYMBOL OF THE QUR'AN

This represents the highest source of knowledge, namely the revelation (*wahyu*) of Allah s.w.t. which guides and inspires the pursuit of knowledge in the University.

The central position of the symbol implies that the University upholds the supremacy of Allah's knowledge, wisdom and words above all human knowledge.

THE SYMBOL OF THE KA'ABAH

The symbol represents:

- i. The unity of knowledge and the unity of mankind which Islam propagates;
- ii. The principle of *Tawhid* (the Oneness of God) as the foundation of the Muslim personality, culture and society that the University strives to promote through the dissemination of *Tawhid*-based knowledge and disciplines; and
- iii. The concept of *Ibadah* (service and worship of Allah) as a fundamental rationale of human existence and all pursuit of knowledge in conformity with Allah's guidance and *shari'ah*.

THE EIGHT DOMES POINTING IN EIGHT DIRECTIONS

These represent the different branches of human knowledge and academic disciplines in the University which spring from the same source of *Tawhid* and the basis of revelation.

The domes point in different directions representing the various academic disciplines that are united by the principle of *Ibadah* and subservience to the *'Aqidah* (belief), *Shari'ah* (law) and *Akhlaq* (ethics) of Islam. This common principle is represented by the colour of gold emanating from the square symbol of the Kaabah.

THE EIGHT OUTER DOMES

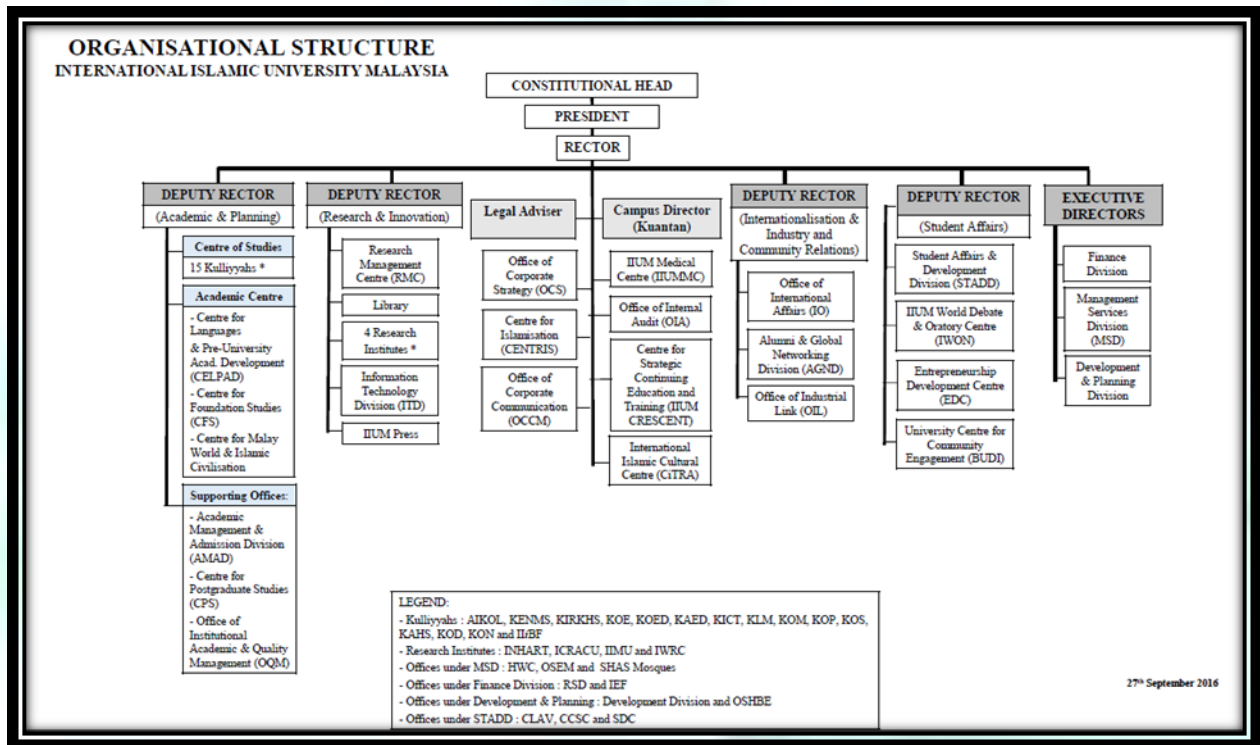
The domes represent the various Islamic development efforts of man, based on the knowledge and disciplines grounded in the common foundation of *Tawhid*. The development of social life, culture and civilisation must therefore be inspired by Divine guidance and true knowledge.

GOVERNANCE

THE UNIVERSITY CONSTITUTION

The University Constitution is the legal framework for the operation of the University. It is promulgated in the University's Memorandum and Articles of Association.

ORGANISATIONAL STRUCTURE



BOARDS AND COMMITTEES

1. BOARD OF GOVERNORS

The IIUM Board of Governors is the governing, policy making and monitoring body of the University. Its membership consists of the President as the Chairman, the Rector, one representative from each Government Member and Organisation Member, three persons appointed by the Host Member, one representative from a respected institution, body or entity, two Muslims of the Malaysian public, two members of the Senate and one alumni of the University.

(Article 3 of the IIUM Constitution)

2. THE STANDING FINANCE COMMITTEE

The Standing Finance Committee is responsible for regulating and controlling the finances of the University. It is chaired by the Deputy Chairman of the Board of Governors, while the members are the Rector or his representative and a person from the Ministry of Finance. (*Article 19 of the IUM Constitution*).

3. THE SENATE

The Senate is the highest academic authority of the University responsible for the management of its academic and student affairs. It comprises the Rector as Chairman, all Deputy Rectors, all Executive Directors, all Deans in charge of academic programme, five professors, selected Dean or Director of divisions or centres, Legal Adviser and Chief Librarian.

(*Article 17 of the IUM Constitution*)

HUMAN RESOURCE SERVICES

INTERPRETATION

In this handbook, unless the context otherwise requires:

“**University**” means the International Islamic University Malaysia established by the Yang di-Pertuan Agong under subsection 5A (2) of the Universities and University Colleges Act, 1971 [Act 30].

“**University Authority**” means the Board, the Senate, the Standing Finance Committee and includes such other bodies as may be prescribed by Rules or Regulations.

“**Staff**” means any person employed under a contract of service with the University.

“**Contract of service**” means any agreement in writing and whether express or implied, whereby one person agrees to employ another as an employee and that other agrees to serve his employer as an employee.

“**Rules and Regulations**” means any rules and regulations made by the University under the Constitution.

“**Gratuity**” means a gift of money, over and above payment due for service.

“**The indemnity in lieu of notice**” is defined as one month basic salary and fixed allowances.

“**Compulsory bondage**” means a period for a staff to serve the University due to an agreement in the study leave/sabbatical/training, etc. The effective date of serving compulsory bondage is calculated based on the date a staff reports for duty or the date a staff is certified by the relevant university authority as fulfilling the requirements of study leave/sabbatical/training agreement etc., whichever is the later.

'Head of department' means a staff who is a superior officer in relation to, and responsible for the work and conduct of another staff or other staff, and includes a staff so designated by the Rector in relation to another staff or other staff.

'K/C/D/I/O' refers to Kulliyah, Centre, Division, Institute, Office or any nomenclature of a department.

SCHEME OF SERVICE

The University has been adopting the Malaysian Remuneration System (MRS) implemented by the government for its human resource remuneration and benefit system.

The University has also adopted rules and regulations on service matters practised by the government. However, certain modifications have been made in line with IIUM legal status as a company as well as to facilitate its position as an international university.

SERVICE CLASSIFICATION

The service classifications of employees in the university under MRS are as follows:

- | | |
|-------------------------------|--------------------|
| 1. Arts and Talent | (B) |
| 2. Science | (C) |
| 3. Education | (DG/DS/DU/DUG/DUF) |
| 4. Information System | (F/FA/FT) |
| 5. Agriculture | (G/GV) |
| 6. Skilled | (H) |
| 7. Engineering | (J/JA) |
| 8. Security and Civil Defence | (KP) |
| 9. Legal | (L) |
| 10. Administrative | (N) |
| 11. Social | (S) |
| 12. Medical and Health | (U/UD/UG/UF) |
| 13. Finance/Audit | (W/WA) |
| 14. Special Grade/Top Ranking | (VK/VU) |

In addition, the University has established Academic Fellow scheme of service.

STATUS OF APPOINTMENT

IIUM is an entity established under the Companies Act 1965. All employment in IIUM is governed by the Malaysian Labour Laws and adoption of various government policies, rules, regulations and procedures as approved by the University Authority.

The status of appointment of IIUM staff are categorised as follows:-

PERMANENT

Staff appointed to fill vacant positions and retire at the compulsory retirement age. Only Malaysians are eligible to be appointed as permanent staff.

CONTRACT

Staff appointed for a specified duration and renewable at the sole discretion of the University. The staff enjoys the benefits as provided in the Terms and Conditions of appointment.

SECONDMENT

Staff seconded from outside organisations to fill vacant positions in the University and serve for a fixed duration. The staff enjoys the benefits as provided in the Terms and Conditions of Secondment Agreement.

TEMPORARY

Staff appointed on temporary basis. The staff enjoys the benefits as provided in the Terms and Conditions of appointment.

PART-TIME

Staff appointed to undertake ad-hoc or one-off specific jobs or tasks for a fixed duration. He does not belong to any scheme of service under the Malaysian Remuneration System (MRS) and therefore is not entitled for position, title or classification as provided in the MRS.

The Dean or Director of the K/C/D/I/O is empowered to appoint part-time staff based on the policies and procedures governing part-time staff.

APPOINTMENT, PROBATION AND CONFIRMATION

APPOINTMENT

Appointment of IIUM staff (other than part-time staff) is made by the Academic Staff Selection Committee, the Administrative Staff Selection Committee (Professional and Management) or the Administrative Staff Selection Committee (Support Staff) depending on the category of staff to be recruited.

Offer Letters of appointment with the terms and conditions are issued by the Management Services Division functioning as the secretariat of these committees.

PROBATION

Permanent staff will be on probation for a period of one to three years. The duration of service for staff (administrative and technical, and DG staff) who are appointed on contract to permanent basis is counted for purpose of probationary period.

CONFIRMATION IN SERVICE

Upon completion of the probationary period, the staff is eligible to be considered for confirmation in service once he has fulfilled the following confirmation requirements.

Academic staff

- i. Obtained a recognized Ph.D Degree or other equivalent qualifications (except for DG Group);
- ii. Successfully attended the Basic Teaching Methodology course;
- iii. Successfully attended the Ta'aruf and Intellectual Discourse programme (TIDE);
- iv. Has made Asset Declaration;
- v. Achieved a satisfactory level of job performance; and
- vi. Recommended by the Head of Department.

Administrative and Technical staff

- i. Served at least one (1) to three (3) years;
- ii. Successfully attended Induction Course;
- iii. Has made Asset Declaration;
- iv. Achieved stipulated level of excellence in Annual Performance Appraisal Report (APAR); and
- v. No adverse report from K/C/D/I/O

Notwithstanding the above criteria, the confirmation in service of staff will be decided by the relevant University authority. The University authority shall have the right to impose any additional criteria such as good attendance record.

Refer to Section 5 of the HR Policies and Procedures Manual.

REMUNERATION AND ALLOWANCES

SALARY

The salary of staff is determined based on IUM salary schemes as approved by the University authority.

Monthly salary payment for full time staff shall be made on the dates as decided by the University authority which normally falls between 22nd to 25th day of the month and always on weekdays.

ANNUAL SALARY INCREMENT (ASI)

ASI for all eligible staff shall be paid in accordance with the following dates, unless specified otherwise in the relevant university circulars:

Date of appointment / promotion	ASI date
1 st January to 31 st March	1 st January
1 st April to 30 th June	1 st April
1 st July to 30 th September	1 st July
1 st October to 31 st December	1 st October

All staff must submit the following documents for purpose of processing of ASI:

- (a) Annual Performance Appraisal Report (APAR) or Special APAR; or
- (b) Academic Progress Report (APR) for staff on study leave for more than 6 months in the year of ASI assessment; or
- (c) Sabbatical leave report (SLR) for staff on sabbatical leave for more than 6 months in the year of ASI assessment; and
- (d) Asset Declaration (Form B).

ALLOWANCES

1. Fixed Allowances

In addition to the basic salary, staff shall be paid the following fixed allowances according to the staff's scheme of service and salary grade:

- a) Housing Allowance
- b) Entertainment Allowance
- c) Civil Service Allowance
- d) Top Ranking Allowance / Special Grade Allowance

2. Non-Fixed Allowances/Incentive Payments

Staff may be entitled to certain non-fixed allowances/incentive payment for performing a specific function as follows:

- a) Academic Administrative Allowance (Dean, Deputy Deans, Directors, Heads of Department, Deputy Heads)
- b) Academic Incentive Payment
- c) Acting Allowance
- d) Arabic Typing Allowance
- e) Bilingual Allowance
- f) Coordinator Allowance
- g) Cost of Living Allowance (COLA)
- h) Covering Allowance
- i) Critical Service Allowance
- j) Financial Duties Incentive Allowance
- k) Hand Phone Allowance
- l) House Maintenance Allowance
- m) Incentive Allowance
- n) Laundry Allowance
- o) Maid Allowance
- p) Mortuary Attendant (Hazard) Allowance
- q) Personal Assistance (PA) Allowance
- r) Post Basic Allowance
- s) Principal/ Fellow and Utility Allowance
- t) Shift Allowance
- u) Special Incentive Allowance
- v) Special Task Allowance for Drivers
- w) Specialist Incentive Allowance

The list is not exhaustive; it may be revised from time to time.

STATUTORY CONTRIBUTIONS

1. Employees Provident Fund (EPF)

The University and staff (Malaysian and Permanent Residents) who are below the age of 60 years old shall make compulsory contributions to the EPF in accordance with the present government scales as follows.

Contributor	Salary RM5,000 and below per month	Salary above RM5000 per month
Staff	11% or 8%	11% or 8%
University	13%	12%

2. Social Security Organisation (SOCSO)

The University and staff (Malaysian and Permanent Residents) shall make contributions to the SOCSO in accordance with the prevailing rates as per the Employees' Social Security Act 1969.

Reference: SOCSO Act and policies

STATUTORY DEDUCTION

Income Tax Deduction

The University will remit to the Inland Revenue Board income tax payable by staff in accordance with the rate as determined by the Inland Revenue Board. However, staff must ensure that he submits his annual income tax assessment to the Inland Revenue Board.

OTHER DEDUCTIONS

Other than the statutory contributions/deduction mention above, the University shall carry out deduction of staff's salary without consulting the staff if the university receives instruction from the *Shariah* Court, Biro Angkasa, Inland Revenue Board, IIUM's advancement for takaful, IIUM Educare, IIUM Koperasi or Kulliyah/Centres/Divisions/Institute's relevant authority requesting for salary deduction for absent without leave (AWOL)

Salary deductions shall also be carried out if the staff utilises the University financing facilities.

RESPONSIBILITIES OF STAFF WITH REGARD TO INCOME TAX

1. Tax matters are personal responsibility of the staff
2. Each staff must submit the Income Tax Assessment form at the latest by 30th April (for no other source of income) or 30th June (if the staff received income from other business) using online or hardcopy tax assessment submission method. For this purpose, staff must keep all relevant documents as proof for a minimum period of seven (7) years.
3. Prior to leaving Malaysia, international staff who have ended their contract with the University must declare their tax at the Inland Revenue Board.

PROMOTION

1. Promotion of Academic Staff (DS/DU/DUG/DUF)

1.1 Merit-based promotion

- 1.1.1. The promotion of academic staff is not subject to the availability of vacant higher grade posts.
- 1.1.2. The criteria of eligibility for promotion is based on the university policy currently in force. The basic criteria for promotion include the following:-
 - i. Teaching;
 - ii. Supervision;
 - iii. Research & Consultancy;
 - iv. Publication;
 - v. Service to the Community.

2. Promotion of academic staff on DG Scheme

2.1 Merit based promotion

- 2.1.1 The promotion of academic staff on DG Scheme is not subject to vacancy of post.
- 2.1.2 Eligibility:
 - a) Fulfilled the following general criteria:-
 - i. Confirmed in service;
 - ii. Has successfully attended the Basic Teaching Methodology Course (BTMC) and/or TIDE;
 - iii. Has made Asset Declaration;
 - iv. Achieved the stipulated level of excellence for three (3) consecutive years; and
 - v. Recommendation by the Head of Department/Dean.

The criteria on confirmation in service is not applicable to academic staff appointed on contract basis.

- b) Fulfilled the criteria of academic excellence in the following areas:-
- i. Teaching;
 - ii. Publication;
 - iii. Paper Presentation in a Conference;
 - iv. Research & Consultancy; and
 - v. Service to the Community.

The application for promotion can be given further consideration upon fulfilling minimum required % for the respective promotion grade.

2.2 Time-based promotion

2.2.1 The time-based promotion of academic staff on DG Scheme is on personal to holder basis. As such, upon retirement or resignation, the vacated post will revert to his/her substantive post.

2.2.2 Eligibility:

- a) Fulfilled the duration of service (excluding the duration of unpaid leave and half-pay leave) as follows :
- i. Grade 41 to 44 – 8 years
 - ii. Grade 44 to 48 – 8 years
 - iii. Grade 48 to 52 – 6 years
- b) Fulfilled the general criteria as follows:
- i. Confirmed in service;
 - ii. Has made Asset Declaration; and
 - iii. Recommendation by the Head of Department/Dean.
- The criteria on confirmation in service is applicable for time-based promotion on appointment grade ONLY.
- c) Fulfilled the criteria for academic excellence in the following areas:-
- i. Total APAR marks for the last three (3) years according to the stipulated weightage (i.e. year one 20%, year two 35% and year three/recent 45%) must be 85% and above;
 - ii. Achieved at least 80% of Teaching Feedback Survey; and
 - iii. Successfully attended seven (7) days work related training.

Reference: Service Circular Letter No. 3/2011
Service Circular No. 4/2011
Service Circular No. 6/2016
Other related policies

3. Promotion for Administrative Staff

3.1 Merit-based promotion

3.1.1 The promotion of the administrative and technical staff is subject to the vacancy of post.

3.1.2 Eligibility:

a) Fulfilled the general criteria as follows:-

- i. Confirmed in service;
- ii. Achieved the stipulated level of excellence for three (3) consecutive years;
- iii. Has made Asset Declaration;
- iv. Achieved the minimum points of Continuous Talent Development (CTD); and
- v. Recommendation from the Head of Department.

b) The University authority shall have the right to impose additional criteria which includes duration of service, good attendance record, personal quality and etc.

3.2 Time-based promotion

3.2.1 The time-based promotion is on personal-to-holder basis. As such, upon retirement or resignation, the vacated post will revert to his/her substantive post.

3.2.2 There are two (2) types of time-based promotion:

- a) Appointment Grade (eg from Grade 17 to 22 / Grade 41 to 44)
- b) First level of promotion grade (eg from Grade 22 to 26 / Grade 44 to 48)

3.2.3 Eligibility

a) Professional & Management Group

The criteria for time-based promotion on appointment grade and first level of promotion grade are as follows:

- i. Confirmed in service;
- ii. Served at least ten (10) years on the appointment grade/first level of promotion grade (excluding the duration of unpaid leave and half-pay leave);
- iii. Achieved stipulated level of excellence in service by achieving 85% Annual Performance Report (APAR) for three (3) consecutive years;

- iv. Achieved the minimum point of Competency Talent Development (CTD);
- v. Has made Asset Declaration;
- vi. No record of any disciplinary punishment; and
- vii. Recommended by Head of Department/Dean.

The criteria on confirmation in service is applicable for time-based promotion on appointment grade ONLY.

b) Support Group

The criteria for time-based promotion on appointment grade and first level of promotion grade are as follows:

- i. Served at least thirteen (13) years on the appointment grade OR ten (10) years on first level of promotion grade (excluding the duration of unpaid leave and half-pay leave);
- ii. Achieved the stipulated marks of Annual Performance Appraisal Report for three (3) consecutive years and achieved the stipulated level of excellence as follows; and

Description	Grade	Marks of APAR	Level of excellence
Served more than 13 years of service before 01.07.2013	17-40	78%	Not Applicable
	1-16	75%	
Completed 13 years of service on 01.07.2013 and onwards (using APAR 2012, 2011 & 2010)	17-40	78%	Good / Excellent
	1-16	75%	
Completed 13 years of service on 01.07.2013 and onwards (using APAR 2013, 2012,2011)	1-40	80%	Good / Excellent

- iii. Achieved the minimum point of Continuous Talent Development (CTD);
- iv. Has made Asset Declaration;
- v. No record of any disciplinary punishment; and
- vi. Recommended by Head of Department/Dean.

The criteria for time-based promotion on first level of promotion grade are as follows:

- i. Has been serving for at least ten (10) years on the first level of promotion grade (excluding the duration of unpaid leave/half-pay leave and other type of leave to be determined by the university from time to time);

- ii. Achieved the stipulated level of excellence in service by achieving average score of 85% in the Annual Performance Appraisal Report (APAR) for the last (3) years;
- iii. Achieved the stipulated points of Continuous Talent Development (CTD) or equivalent;
- iv. Has made Asset Declaration;
- v. No record of any disciplinary punishment; and
- vi. Recommended by the Head of Department.

Reference : MSD Service Circular No. 8/2012 (Professional & Management Group)
: MSD Service Circular No. 1/2014 (Support Group)
: MSD Service Circular No. 6/2016

3.3 Flexi-based promotion

3.3.1 The flexi-based promotion is applicable for professional and management group which is based on flexi post.

3.3.2 Eligibility

- a) Fulfilled the general criteria as follows:-
 - i. Confirmed in service;
 - ii. Has made Asset Declaration;
 - iii. Served minimum five (5) years on the respective grade (excluding the duration of unpaid leave, half-pay leave etc);
 - iv. Achieved the stipulated level of excellence for the last three (3) years according to the stipulated weightage;
 - v. Achieved the minimum points of Continuous Talent Development (CTD); and
 - vi. Recommendation from the Head of Department.
- b) Notwithstanding the above criteria, the promotion of staff will be decided by the relevant University authority. The University authority shall have the right to impose additional criteria which includes duration of service and good attendance record.

Reference: MSD Service Circular No. 10/2015
MSD Service Circular No. 1/2016

Note :

Notwithstanding the above, promotion of staff is the prerogative of the university and the criteria are subject to change from time to time.

LEAVE

Leave is defined as any duration for which a staff is officially approved to be not on duty. For details on leave eligibility, please refer to MSD intranet and the relevant MSD circulars.

TYPES OF LEAVE

1. Leave that is given is based on eligible length of service:-
 - a) Annual Leave
 - b) Half Pay Leave
 - c) Unpaid Leave
 - i. Unpaid Leave due to personal reason
 - ii. Unpaid Leave to accompany spouse on job posting or training either locally or abroad
 - iii. Caring for New Born Baby (for Female Staff)
 - iv. Looking After Next-of-Kin Who Are Under A Long Period of Medical Treatment (Cancer, Leukemia, Leprosy, etc)
2. Leave due to medical reasons:-
 - a) Sick Leave
 - b) Extended Sick Leave
 - c) Quarantine Leave
 - d) Injury Leave
 - e) Tuberculosis, Leprosy, Cancer Leave and sickness of a similar nature
3. Hajj Leave
4. Unrecorded Leave:-
 - a) Substitutional Leave
 - b) “Cutu Tugas Khas Perubatan”
 - c) Leave for Attending Volunteer Organisation’s Training/ Annual Camp
 - d) Leave for Attending Training or Annual Camp of Associations/ Societies
 - e) Leave for Attending Examination
 - f) Leave for Taking Part in Sports Activities
 - g) Leave for Attending Professional Association Meeting
 - h) Paternity leave
 - i) Part Time Course (Intensive Course)
 - j) Natural Disaster
 - k) Funeral leave (Leave Facility for Funeral Affairs of Close Family Members who Have Passed Away)
 - l) Vaikashi Celebration

5. Annual leave

TABLE ON THE ANNUAL LEAVE ENTITLEMENT

STATUS OF APPOINTMENT	(Staff appointed before 01.11.2002 - 31.08.2005)		(Staff appointed between 01.09.2005 - 31.12.2009)		(Staff appointed on 01.01.2010 onwards)	
	< 10 YRS	≥10 YRS	< 10 YRS	≥ 10 YRS	< 10 YRS	≥ 10 YRS
Special/Top Ranking Grade	30	35	30	30	25	25
31 – 54	30	35	30	30	25	25
21 – 30	25	30	25	30	25	25
1 – 20	20	25	20	25	20	25

Note: Entitlement for annual leave varies according to the date of appointment

- a) Annual leave entitlement is calculated on proportionate basis. There is no provision for Advance Annual Leave.
- b) Staff is advised to plan his annual leave so as not to affect the efficient running of the University. Thus, staff must apply for annual leave at least 3 days before the actual commencement of annual leave using the available online system.
- c) Submission of application for annual leave which is made less than 3 days will be considered as unplanned leave and annual leave will be deducted accordingly.
- d) For unplanned leave and in the case of unavailability of annual leave balance, salary of the staff members will be deducted and warning letter will be issued out accordingly.
- e) Unutilised annual leave shall lapse upon commencement of study leave or sabbatical leave; unpaid leave; compulsory/optional retirement; and resignation or upon expiry of the contract of staff.
- f) Permanent staff is allowed to accumulate balance of his annual leave which he is entitled to for a period of two years service to the third year of his service. The leave for the first year will be forfeited if such leave is not utilised by the end of the third year.
- g) Contract academic staff is allowed to carry forward unutilised annual leave to the following year within the same contract subject to a maximum of fifteen(15) days leave.
- h) All contract academic staff upon completion of five (5) years of service in IUM is eligible to carry forward unutilised annual leave to the following year within the same contract with a maximum of twenty (25) days leave.
- i) Contract academic staff who are holding administrative positions or who have been assigned to engage in specific projects approved by the KCDIO during the long

vacation may be allowed to choose either one of the following alternatives with regard to the unutilised annual leave due to exigency of service;

Alternative I

The said contract academic staff may be allowed to apply to bring forward a maximum of 15 days of their unutilised leave to their new contract. Any balance thereof shall be written off.

Alternative II

The said contract academic staff may be allowed to apply for cash compensation of unutilised annual leave up to a maximum of 15 days per contract using the following formula;

$1/30 \times \text{Last Drawn Basic Salary} \times \text{Balance of unutilised leave}$

The compensation will be given at the end of each contract. Any balance of unutilised leave will be written off.

- j) Staff who resigns from service is not entitled to take annual leave more than the rate of leave he is eligible to, based on eligible service prior to the effective date of resignation.
- k) Staff who is about to retire may be allowed to take all the annual leave that he is entitled to just before the retirement so that the annual leave ends on the date of retirement. For this purpose, the number of annual leave which can be taken must not exceed the number of annual leave entitlement due on proportionate basis, before the date of retirement.

6. Half Pay Leave

- a) Eligible Staff

Permanent staff who has utilised his annual leave eligibility.

- b) It can be approved on reason to take care of the immediate family member who is seriously ill or sick. Immediate family members are spouse, biological parents, children and siblings.
- c) The number of Half-Pay Leave that can be approved is 30 days for each completed year of service but not exceeding 180 days.

7. Unpaid Leave due to personal reason

- a) Eligible Staff

Permanent staff who has served for at least six (6) months and has utilised his annual leave eligibility.

b) Process of unpaid leave

- 1) The Dean/Director is responsible to assess application for unpaid leave due to personal reason of his staff by looking into the following aspects;
 - i. The genuineness of the reasons
 - ii. The urgency of the circumstances
 - iii. The existing work assignment of the applicant
 - iv. The availability of existing resources to manage the outstanding assignments of the applicant
 - v. The temporary absence of the applicant will not jeopardise the effectiveness of service delivery.
- 2) Staff is eligible for unpaid leave because of the death, illness, injury or medical emergency of, or an urgent matter or emergency concerning, a specified family member. An urgent matter is an event that is unplanned or out of the employee's control, and raises the possibility of serious negative consequences, including emotional harm, if not responded to.
- 3) The Dean/Director based on his discretion may recommend or not recommend the application of unpaid leave. Staff needs to plan for annual leave and not simply apply for unpaid leave. The following are some of the examples of reasons which will not be considered as justifiable for unpaid leave:
 - i. To rest at home due to no leave balance.
 - ii. To work in other organisation.
 - iii. To spend time with family members without any emergency reasons.
 - iv. To go on vacation except for performing *umrah* or hajj or other religious activities for non-Muslim.
 - v. To run a business.
- 4) The application shall be submitted for decision of the Approving Authority at least a month prior to leave.
- 5) In the event the application for unpaid leave of the applicant is not approved by the Approving Authority, the absence will be considered as AWOL and to be forwarded to Office of Legal Adviser for disciplinary action.

c) Rate of leave

The number of Unpaid Leave that can be approved is 30 days for each completed year of service but not exceeding 360 days in a particular calendar year.

d) Personal Affairs In Malaysia

Unpaid leave for personal affairs in Malaysia may be approved when the officer has served for six (6) months and has utilised his annual leave eligibility. The leave can only be taken again six (6) month after the first leave.

e) Personal Affairs Outside Malaysia

Unpaid leave for personal affairs outside Malaysia may be approved when the officer has served for six (6) months and has utilised his annual leave eligibility. The leave can only be taken again four (4) years after the first leave.

8. Unpaid Leave to accompany spouse on job posting or training either locally or abroad

a) Permanent staff is eligible to be considered for unpaid leave to accompany his spouse on job posting or to study locally or abroad on the following conditions:

a) Spouse is a Government Officer

The maximum period of unpaid leave to be approved is based on the status of appointment of the spouse or duration of study leave of the spouse being approved including the duration of extension of unpaid leave. The unpaid leave to accompany spouse can only be taken again after the staff has been serving for one (1) year

b) Spouse is not a government officer

The maximum duration allowed is up to three (3) years or the required duration whichever is the shorter. The unpaid leave can be taken directly or intermittently. The unpaid leave to accompany spouse can only be taken again after the staff has been serving for one (1) year.

9. Caring for New Born Baby (for Female Staff)

a) Unpaid leave to take care of the new born baby may be given to a female staff who had delivered a baby/ies. A female staff is eligible to apply for unpaid leave for a period of 90 days immediately after the end of full pay maternity leave, i.e. from the 61st day of the delivery date.

b) However, this eligibility is exhausted if taken on or after the 62nd day of the delivery date. In the event where the approved unpaid leave is not fully utilised, the balance of the leave would be written off.

c) This leave is granted for a maximum of five (5) times during the period of service of a female staff.

10. Looking After Next-of-Kin Who Are Under A Long Period of Medical Treatment (Cancer, Leukemia, Leprosy, etc) - Circular No. 14/2001

- a) Staff who has fully utilised his annual leave and half-pay leave entitlement to look after his sick family member may apply for unpaid leave with the certification letter from recognised medical specialist regarding the period of treatment that the sick family member has to undergo. The application must be provided with justification that there is no other person available to look after the sick family member, except the staff himself.
- b) The maximum initial period is six (6) months. Staff may apply to extend the period with the certification letter from the medical specialist regarding the condition of the patient. The total period allowable is up to a maximum of two (2) years.

11. Sick Leave

- a) Full pay leave is given to a staff who has been certified as not being well to perform his duties by the medical officer of government/private hospital/clinic or IIUM Health and Wellness Centre.
- b) Medical certificates issued by medical officers of private hospital/ clinic for 'outpatient treatment' which exceed more than fifteen (15) days in a calendar year, need to be certified by either government or IIUM Health and Wellness Centre medical officer.
- c) Medical certificate issued due to hospitalisation by private hospital/clinic which is without certification of the medical officer of government hospitals or IIUM Health and Wellness Centre, can be approved if it is not exceeding 180 days in a calendar year.
- d) The total of number of sick leave based on the medical certificate issued by private hospital/clinic, government hospital or IIUM Health and Wellness Centre that can be given should not exceed more than 180 days in a calendar year, whereby the approving authority for the first 90 days is the Dean/Director and the following 90 days is the Medical Sub Committee.
- e) A staff who has been given 45 days or more medical certificates for three (3) consecutive years may be required to be examined by the IIUM Medical Sub-Committee.
- f) A staff who falls sick while taking his annual leave in Malaysia is eligible for sick leave subject to confirmation of the medical certificate from medical officers of the government hospital, IIUM Health and Wellness Centre or any other medical officers who are recognised by the University.
- g) A staff who falls sick while taking annual leave outside Malaysia is not eligible to get sick leave. However, if the illness falls on the date of the departure to

Malaysia or the staff has been continuously ill until the date of the departure to Malaysia, the staff may be considered for sick leave based the following conditions:

- i. The staff is admitted to hospital;
- ii. The staff's application is supported with certificate from Medical Officer of the relevant countries; and
- iii. The staff takes the opportunity to immediately depart to Malaysia upon recuperation.

In relation to the above, a staff is considered as not fit for a long distance travelling within 7 days after discharge from the hospitals.

- (h) A staff who falls sick while on Half Pay Leave or Unpaid Leave is not eligible for sick leave.
- (i) However, if the staff is on vacation outside Malaysia and not able to come back due to him falling sick on the date he should come back to Malaysia, the staff can be given the sick leave once the period of the Half Pay Leave or Unpaid Leave has ended provided that the procedure mentioned in clause (g) above is adhered.

12. Extended Sick Leave

- a) A staff who has taken full pay sick leave for a period of 180 days and all of his entitlement of annual leave at that time, but he is unfit to work, may be given Half Pay Leave up to 90 days with the recommendation of the Medical Sub-Committee. While waiting for the report from the Medical Sub-Committee, Medical Certificate may be accepted for purpose of the said Half Pay Leave. The staff member must be given Unpaid Leave if he fails to submit medical certificate for the period of waiting for the Medical Sub-Committee's Report.
- b) If the staff is still unfit to work, and the Medical Sub-Committee certified that he has a chance to recover, the staff member may be given sick leave i.e. unpaid leave of not more than 90 days.
- c) Staff who has been approved for the leave stated in (a) and (b) above, will be required to undergo again an examination by the Medical Sub-Committee upon completion of the above said leave. Based on the above examination or subsequent examination, the Medical Sub-Committee may recommend the staff for extension of rest period or certify the staff for retirement due to health reason.
- d) The extended sick leave is given in a calendar year and the staff can be considered for the extended sick leave in the following second calendar year. After the completion of the above period and the staff still has not recover from the illness, the staff may be considered for retirement due to health reason by the IIUM Medical Sub-Committee.

- e) Table below shows the summary of sick leave and extended sick leave:

Particulars	1 st 90 days	Next 90 days	Next 90 days	Next 90 days	Board out due to Medical Reason
Approving Authority	Head of Department	IIUM Medical Sub-Committee	IIUM Medical Sub-Committee	IIUM Medical Sub-Committee	IIUM Medical Sub-Committee & processed by MSD
Salary Entitlement	Full Pay	Full Pay	Half-Pay	Unpaid	-
Supporting Documents	Medical Certificates from recognised hospitals & clinics	Medical Report from Government Hospitals	Medical Report from Government Hospitals	Medical Report from Government Hospitals	Medical Report from Government Hospitals

13. Quarantine Leave

- a) If a staff who is on the way back to Malaysia from overseas is quarantined due to his journey passed through port/airport or in a ship/place in which epidemic occurred, he will be entitled for the full pay quarantine leave without deduction of his annual leave.
- b) If the staff is being quarantined due to him being suspected of having an illness or is already ill, then the duration of quarantine will be considered as full pay sick leave.
- c) A staff who is quarantined at home due to occurrence of epidemic in his house, he is eligible for full pay quarantine leave for the duration that he is required to remain at home.

14. Injury Leave

- a) If a staff member is injured while working, he/she may be approved full pay injury leave if his/her sick leave have been utilised.
- b) The injury leave can only be approved by the relevant Authorities upon certification of the Medical Sub-Committee that the officer has chances to recover and that his/her illness is due to injury that he/she sustained while on duty.

15. Maternity leave

- a) Maternity leave with full pay is given to a female staff who had delivered baby. The staff is given flexibility to determine the period of maternity leave from 60 days up to a maximum of 90 days per delivery (inclusive of weekends and Public Holidays).
- b) The maternity leave shall start from the delivery date. However, the staff may apply to utilise the maternity leave at any time within 14 days prior to the expected delivery date.

- c) The staff is eligible for maternity leave for a maximum of 300 days throughout the duration of service.
- d) For female staff who had delivered baby but had utilised the 300 days of maternity leave;-
 - i. She may be given annual leave which has been accumulated in that year.
 - ii. If the annual leave has been utilised or not sufficient, she may be considered for unpaid leave.
 - iii. If she is still sick then she may be considered for sick leave or leave due to medical reason.

16. Tuberculosis, Leprosy, Cancer Leave and sickness of a similar nature

- a) A staff member may be given full pay sick leave not exceeding 24 months due to cancer or leprosy; and 12 month due to tuberculosis, excluding the number of sick leave that he has utilised due to other illnesses.
- b) If the staff has utilised the full pay sick leave, he can utilise the annual leave that he is entitled to for that year.
- c) If the staff has utilised both the full pay sick leave and annual leave, then he may be given 12 months of Half Pay Leave.
- d) If the staff has utilised all leave stated in (a) – (c), then he is not entitled for any additional leave except on Medical Sub-Committee's Report.
- e) The Approving Authority may decide to give additional leave either on full pay or half pay or the staff member may be retired from service due to health condition.

17. Hajj Leave

- a) A permanent staff may apply for full pay Hajj Leave subject to him having fulfilled the following conditions:-

Eligibility criteria:

 - i. Permanent status
 - ii. Confirmed in service
 - iii. Has served not less than four (4) years.
 - iv. Has never been given the leave throughout his service
- b) The duration of Hajj Leave is for a period of 40 days inclusive of weekends and Public Holidays. If the staff members need more than 40 days, due to certain circumstances/reasons, then he may apply for annual leave or unpaid leave.
- c) The Hajj Leave is given only once throughout the service of the staff.

- d) A temporary staff who has served for at least six years continuously may also be eligible for hajj leave with full pay for 40 consecutive days.
- e) Malaysian contract staff who has continuously served for at least five (5) years is eligible for hajj leave (once in service only).
- f) International contract staff upon completion of ten (10) years service in IIUM is eligible for hajj leave (once in service only) .
- g) International contract staff other than (f) may utilise his annual leave entitlement to perform Hajj. In the event the annual leave is not sufficient, the staff may be considered for unpaid leave.

18. Substitutional Leave

- a) A staff member who is not eligible for any payment for overtime works can be given substitutional leave by the Head of department due to him having been assigned extra work during weekdays, weekends or public holidays.
- b) The number of substitutional leave must be equal to the total hours spent by the staff member to do the overtime works, i.e. 8 hours (excluding lunch break if the extra work is done on weekends or public holidays) equivalent to one day substitutional leave.
- c) Substitutional leave is only applicable for administrative staff.
- d) Substitutional leave must be applied within three (3) months from the date of overtime/working extra hours; and must be utilised within six (6) months from the date of approval.

19. Cuti Tugas Khas Perubatan

- a) A staff member who is assigned with special medical duties i.e. assigned on full time basis as a Radiographer and exposed with X-ray may be granted with “Cuti Tugas Khas Perubatan” of fourteen (14) days for each calendar year upon approval by Head of Department
- b) For staff member who has yet to serve for a duration of one (1) year, the entitlement will be on proportionate basis.
- c) “Cuti Tugas Khas Perubatan” could not be accumulated and to be utilised within a particular year.

20. Leave for Attending Volunteer Organisation’s Training/Annual Camp

- a) Unrecorded leave may be given to a staff member who is required to attend training or annual camp of any of the following Volunteer Organisations:
 - i. Askar Wataniah
 - ii. Pasukan Simpanan Sukarela Tentera Laut Di-Raja
 - iii. Pasukan Simpanan Sukarela Tentera Darat Di-Raja

- iv. Pasukan Simpanan Sukarela Tentera Udara Di-Raja
- v. Pasukan Simpanan Sukarela Polis
- vi. Pasukan Simpanan Sukarela Pertahanan Awam
- vii. Ikatan Relawan Rakyat Malaysia
- viii. PUSPANITA

(Complete list as in Lampiran 'A' of Government General Order)

- b) Head of Department may approve unrecorded leave for a period of not exceeding thirty (30) days in any calendar year.
- c) Another two (2) days may be given for the purpose of journey to and from the training place or camp area.
- d) Any additional leave from the allocated leave will be deducted from the staff's annual leave.

21. Leave for Attending Training/Annual Camp of Association/Societies

- a) A staff member who is a member of any association or organisation in Malaysia which is relevant to IIUM may be approved unrecorded leave of not exceeding fourteen (14) days to attend Annual General Meeting, Extra Ordinary General Meeting, annual training camp, seminar and sport activities organised by the said associations/societies in Malaysia only.
- b) Another two (2) days may be given for the purpose of journey to and from the training place or camp area.
- c) Any additional leave from the allocated leave will be deducted from the staff's annual leave.

22. Leave for Attending Examination

- a) Head of Department, on his own prerogative, may approve application for unrecorded leave of a staff to sit for any examination that the Head of Department thinks will lead to improvement of the staff's prospect in life.
- b) The leave is limited to the day of the examination only.

23. Leave for Taking Parts in Sports Activities

- a) A staff member who is to take part in sports activities at the state or international level may be given unrecorded leave for a period of not more than (30) days only.
- b) The leave will be given based on prerogative of the Head of Department and subject to exigency of service.

24. Leave for Attending Professional Association's Meeting

- a) Subject to exigency of service, Head of Department may approve unrecorded leave to professional officers in order for them to attend meetings of their professional associations. The allowable meetings are Annual General Meeting and Extra Ordinary General Meeting only.

25. Paternity Leave (Leave for Husband whose Wife has Given Birth)

- a) Unrecorded leave of seven (7) days may be given to male staff member in order to allow him to assist in matters related to the birth of the new baby. This facility is limited to five (5) times only throughout the service of the staff member.
- b) The conditions for the said leave are as follows :-
 - i. Unrecorded leave shall commence from the date the wife of the staff member delivered the baby or on the next day if delivered after office hours; and
 - ii. All weekends and public holidays which fall within the duration of this leave will be considered as part of the unrecorded leave.

26. Part Time Course (Intensive Course)

- a) The period of 'Cuti Kursus Sambilan' (CKS) that could be approved by Head of Department would be the actual duration of the Intensive Course subject to not more than 30 days per one academic calendar year;
- b) Letter from respective institution must be attached
- c) The Head of Department has the prerogative to determine the maximum period of CKS for each application as to ensure that the substantive duties are not interrupted.

27. Natural Disaster

- a) The Head of Department (HOD) may consider approving absence due to emergency cases such as flood, calamities, earthquake and other natural disasters, curfew and 'perintah sekatan am' by authority as an unrecorded leave upon receiving supporting documents verifying the cases from the relevant authorities such as District Officers, Police Station and any other related agencies. The duration of unrecorded leave is in accordance to the verification given.
- b) In the event, the HOD was not satisfied with the verification, the HOD could consider the following;
 - i. The staff to be on annual leave if the staff still has balance of annual leave and
 - ii. The staff to be on no pay leave, if the staff has no balance of annual leave
- c) Any other disasters or accidents on staff and their properties are not included as emergency to entitle them for unrecorded leave. In this situation, the staff members need to obtain approval for leave from HOD.

- d) Any officers who are on official duties and unable to come to work due to the emergency situation as stated in (a) above, could be allowed to continuously stay as if the staff is performing the official duties and eligible to claim for allowances related to the official duties.

28. Funeral Leave (Leave Facility for Funeral Affairs of Close Family Members who Have Passed Away)

- a) Unrecorded leave of three (3) days may be given to staff member in order to allow him to assist in matters related to the death of close family members. Close family members is referring to spouse/children/biological parent/parents-in-law.
- b) The leave shall commence from the date the family of the staff member passed away or on the next day, if the family member passed away after office hours
- c) All weekends and public holidays which fall within the duration of this leave will be considered as part of the unrecorded leave.

29. Vaikashi Celebration

- a) In line with government's effort to promote integration among the country's different ethnic and religious group, the Prime Minister had announced that beginning 2013, all government servants from the Sikh community will be given a day off on Vaikashi Day.
- b) The Public Service Department through its letter ref JPA(S) 223/8/3 Klt. 18 (46) dated 31st January, 2013 informed that the Government has agreed to grant unrecorded leave on 14th April every year for the Sikh community to celebrate the Vaikashi Day.

MEDICAL BENEFITS

The IIUM will pay all charges incurred by an officer, spouse and dependant for medical services as provided under the Medical Benefits Scheme for IIUM staff.

The other medical benefits provided are as follows:

1. Medical Treatment Reimbursement

Staff can claim reimbursement for medical treatment as follows:

- a) RM45 per bill - For treatment at any unregistered clinic (for emergency cases only)
- b) 30% or RM45 of the total cost, which is the higher - For treatment at any private Hospital
- c) 30% or RM45 of the total cost, which is the higher – For immunization to babies/newborn
- d) RM100 - For circumcision

2. Health Screening

- a) The University provides subsidy of RM300.00 per staff for thorough health screening programme. The subsidy amount is to be reimbursed to the eligible staff members only.
- b) The eligibility criteria are as follows:
 - i. Aged 40 years old and above
 - ii. Had served the University at least for one (1) year
 - iii. Appointment must be on permanent or contract basis only.
- c) Only one (1) screening programme is allowed in two (2) years time.
- d) This subsidy shall include RM150.00 incentive approved for the Breast Screening Programme.
- e) Reimbursement shall be made through IIUM Health Centre, subject to the availability of budget.

Reference: MSD Service Circular 1/2009

3. Facilities for IIUM Female Staff – Breast Screening Program

- a) The University has agreed to subsidize the Breast Screening Program at the rate of RM100.00 for mammography alone and RM150.00 for both (mammogram and ultra sound) for IIUM female staff.
- b) The eligibility criteria to be considered for the breast screening programme are as follows:
 - i. All female staff at the age of 40 to 49 years - once in 2 years.
 - ii. All female staff above the age of 50 years - once a year.
 - iii. All female staff (regardless of age) with family history of breast cancer/diseases - once in 2 years.
 - iv. All female staff detected to have breast lump or abnormality.
- c) The mammogram and breast ultrasound could be done at any authorized private clinic/hospital or IIUM Breast Centre.
- d) The staff can apply for reimbursement from the IIUM Health Centre at the rate of RM150.00 only.

Reference: MSD Service Circular 4/2007

RETIREMENT BENEFITS

- 1) Staff members who are appointed on permanent basis, have been confirmed in service and have served the University for not less than 10 years are eligible for the post retirement benefits as follows:

BENEFITS/AGE	AGE 40 TO BELOW 50	AGE 50 TO COMPULSORY RETIREMENT AGE
Retirement Benefit Fund (RBF)	X	/
New Retirement Benefit Fund (NRBF)	/	/
Golden Handshake	/	/
Service Gratuity	X	/
Medical Treatment at IIUM Health and Wellness Centre and Government Hospitals	X	/

- 2) Retirement Benefit Fund (RBF)
Before Transferring of RBF to Employee Provident Fund (EPF)
- a) A staff will automatically be eligible for RBF after having served the University for one year on permanent basis.
 - b) Staff who retires after the age of 55 years old will receive his total amount of RBF.
 - c) Staff who goes on optional retirement after serving the University for not less than 10 years at the age of 50 and below 55 will have his RBF accumulated amount transferred to his EPF account. Staff can withdraw the accumulated amount, once he reaches 55 years old.
 - d) Staff who becomes medically incapacitated will receive the total amount of his RBF at the time of incapacity or 30 times of his last drawn salary whichever is higher.
 - e) If staff dies during his service, the legal representative of the deceased staff will be compensated with 30 months last drawn basic salary (as stated in RBF policy) or gratuity whichever is higher.

After Transferring of RBF to Employee Provident Fund (EPF)

- a) Total contribution by employer to the EPF would be 24.3% per month
- b) Next-of-kin of staff who passed away during service after transferring of the fund will be eligible for the following benefits:

No.	Benefits	Entitlement	Remarks
1.	EPF/RBF/NRBF	√	As in individual account and subject to rules and regulation of Statutory Body
2.	Gratuity	√	
3.	Post Retirement Medical Benefits	√	The Derivative Medical Benefits will be extended to the spouse and children below 18 if the staff passed away after serving the University with minimum of 10 years
4.	Golden Handshake	√	If any

3) **New Retirement Benefit Fund (NRBF)**

- a) Effective 1 January, 2012, all permanent staff are eligible for additional fund (NRBF) according to the following table:

Type of Fund	Current Contribution	Rate Contribution (effective 1 st January 2012)	
		Salary below RM5,000/month	Salary more than RM5,000/month
Employees Provident Fund (EPF)	12%	13%	12%
Retirement Benefit Fund (RBF)	5.5%	5.5%	5.5%
New Retirement Benefit Fund (NRBF)	NA	5.8%	6.8%
TOTAL	17.5%	24.3%	24.3%

4) Golden Handshake

- a) Staff appointed on permanent basis is eligible for golden handshake (GHS), i.e. cash award as compensation for the accumulated unutilised annual leave) upon retirement.
- b) The maximum number of annual leave that can be accumulated as cash award compensation annually is as follows:

Fifteen (15) days or half of the annual leave entitlement (whichever is the lower) as illustrated in the following table:

Total Annual Leave Entitlement / Year	Maximum number of annual leave for accumulation of GHS / Year
30-35 days	15 days
25 days	12 days
20 days	10 days

- c) One hundred and fifty (150) days throughout the service in the University.
- d) The formula of calculation for GHS is as follows:

$$\frac{\text{No. of Days} \times \text{basic salary} + \text{fixed allowances}}{30}$$

- e) The accumulated annual leave for the purpose of cash compensation at the former government agency of staff prior to joining the University shall not be transferred to the University, regardless whether the staff resigned or obtained release with permission from the former organisation.

5) Service Gratuity

- a) Service gratuity is a benefit provided to IIUM permanent staff members who retire after the age of 50 years and have served the University for at least 10 years continuously. The gratuity is given in a lump sum amount.
- b) The rate of gratuity to be paid depends on the period of reckonable service and the last drawn basic salary of the staff. The formula of calculation is as follows:

$$7.5\% \times \text{number of months of reckonable service} \times \text{last drawn basic salary}$$

- c) This benefit is payable to IIUM's retirees only and is not transferable. In the event of the demise of the staff while serving the University, his service gratuity entitlement would be superseded by compensation provided under the IIUM RBF.

6) Post Retirement Medical Benefit

- a) Post retirement medical is a benefit provided to IIUM permanent staff members who retire after the age of 50 years and have served the University for at least 10 years continuously.
- b) IIUM retiree who retires as a result of attaining compulsory retirement age is eligible for free medical facilities at Government hospitals. This facility is also extended to the retiree's spouse/s and children below the age of 18 years old or 21 years old if pursuing further studies.
- c) Free treatment facilities at the National Heart Institute Co. Ltd [Institut Jantung Negara Sdn. Bhd. (IJNSB)] may be obtained when being referred by a Government Medical Specialist to IJNSB after receiving treatment at a Government hospital.
- d) However, staff who is entitled for government pension upon joining IIUM, would not be entitled to this benefit since he would be enjoying the same benefit under the government pension scheme whilst in the civil service.

7) Retirement Due to Health Reason

- a) Post Retirement Medical Benefits is given to staff who is compelled to retire due to health reasons. It includes the following:
 - i. Became medically incapacitated in the course of performing his official duty;
 - ii. Contracted a disease to which he is exposed by the nature of his duty; or
 - iii. Sustained an injury due to accident while travelling.
- b) To qualify under (ii) and (iii) of the foregoing is subject to the condition that the injury or disease is not contributed by negligence or misconduct of the officer.
- c) Staff will be eligible for post retirement medical benefit when the staff being retired by the IIUM Medical Sub-Committee at the age of at least 50 years old and have served IIUM for a minimum of 10 years of service.
- d) Staff who is entitled to government pension upon joining IIUM is not eligible for *Post Retirement Medical Benefit* provided by the University.

8) Benefits for Spouse/Next-of-Kin of Deceased Staff

- a) Staff who dies in service after transferring of RBF and NRBF to EPF, his legal representative is to be awarded with the benefits.
- b) However, prior to the transfer of RBF to the EPF, staff who passed away while in service and the amount of RBF & NRBF and gratuity is more than the amount of 30 x basic salary, the difference is to be paid to their next-of-kin.

- c) However, to be eligible for the *Derivative Medical Benefit*, the staff must not be eligible for medical benefits under the government pension scheme.
 - d) Next-of-kin is also eligible for '*Pencen Penakat*' under SOCSO.
- 9) Death of an officer in retirement
- The person/s entitled for Derivative Medical Benefits are the spouse/s.
- 10) End of Derivative Medical Benefits
- Derivative Medical Benefits would cease upon remarriage of the living spouse/s.

END OF SERVICE BENEFITS FOR STAFF TERMINATED FROM SERVICE

- 1) Staff members who are terminated due to Absent Without Leave (AWOL)/without Permission/ poor performance after Performance Improvement Plan (PIP) are not entitled for any end of service benefits i.e. RBF, Golden Handshake and gratuity.
- 2) In the event where the staff member was terminated from service before any monies due to the University is fully repaid, the staff member shall be required to settle the outstanding sum immediately or the University shall have the right to set off the outstanding balance

NOTICE OF TERMINATION

Notice of termination varies as stipulated in the terms and conditions of appointment of the staff members as follows:

PERMANENT

- a) During the staff's probationary period, the University may terminate his service by giving him one (1) month written notice or, in lieu thereof, paying him the equivalent to one (1) month salary. The staff is entitled to resign by giving one (1) month written notice or, in lieu thereof, paying the University the equivalent to one (1) month salary.
- b) If the staff has been confirmed in his post, the period of notice for termination by the University or for resignation shall be three (3) months or, in lieu thereof, one (1) month salary.
- c) If the staff is still bonded to fulfil his contractual obligation of service to the University, he cannot resign from the University service. In the event of resignation, the University shall impose on the staff one lump sum repayment on all monetary expenses that have been incurred on him (including damages), in accordance with the contract agreement between him and the University.

CONTRACT

- a) The University may terminate the appointment of a staff on contract by giving three (3) months notice in writing or paying the staff the equivalent of one (1) month salary in lieu of notice.
- b) The staff may resign from his appointment by giving the University three (3) months notice in writing or paying the University the equivalent of one (1) month salary in lieu of notice.

The above provisions shall not apply in the case of dismissal due to breach of conduct and discipline or when it is found that any of the information or documents supplied to the University on the basis of which the offer of appointment was made, is found to be false or fraudulent. The University shall not be required to give any notice of termination, or payment in lieu thereof, to the staff upon summary dismissal.

Note: One (1) month salary refers to basic salary + fixed allowances.

PERFORMANCE IMPROVEMENT PLAN

- 1) Poor performers are those who achieved marks below 60% of Annual Performance Appraisal Report (APAR)
- 2) Poor performance shall be dealt through Performance Improvement Plan (PIP). The components of PIP are:
 - a) to identify and inform the staff on areas of improvement;
 - b) to give the staff opportunity to improve on the areas concerned; and
 - c) to inform the staff that the University shall have the right to terminate his service should he fails to improve in the areas of concern up to the expectation at the end of PIP period.
- 3) KCDIO to identify root cause. If related to discipline offences, the case to be forwarded to Office of Legal Adviser and if skill and knowledge related, the case shall be dealt with by taking the following actions:
 - a) Internal reminder on work performance
 - b) Notify to the staff that he/she under observation period for 3-6 months. During this period, head of department may send the staff to undergo the following:-
 - Counseling
 - Training
 - motivational programmes
 - attachment / job rotation of the same scope of duties
 - other suitable programmes
 - c) to give the staff opportunity to improve on the areas concerned; and

- d) to inform the staff that the University shall have the right to terminate his service should he fails to improve in the areas of concern up to the expectation at the end of PIP period.

DISMISSAL

The University may dismiss a staff from the service of the University, if the staff is found guilty of any disciplinary offences under the IIUM Staff Disciplinary Rules including any amendments and modifications thereto.

TALENT DEVELOPMENT

The University gives emphasis to talent development to improve the quality of staff by equipping them with higher level of knowledge, helping them to acquire relevant competencies and new skills, and motivating them with the right attitude.

All staff are required to attend and complete the Ibadah Camp modules as approved by the University.

In addition, all staff need to fulfill the minimum of 7 days work related training (42 CTD points) per year. This requirement is subject to change from time to time at the sole discretion of the University.

1. Academic staff:

1.1 Types of training and development programmes:

- (a) Ta'aruf and Intellectual Discourse (TIDE) Programme
- (b) Study Leave
- (c) Post-Doctoral Leave
- (d) Basic Teaching Methodology Course (BTMC)
- (e) Postgraduate Diploma in Intergrated Knowledge
- (f) Sub-specialty
- (g) Sabbatical Leave
- (h) Research Leave
- (i) Industrial Attachment
- (j) Staff Mobility
- (k) Secondment and Attachment
- (l) Centralised training programme
- (m) Allocation to attend and present papers in seminars and conferences
- (n) Allocation to attend relevant short courses

2. Administrative and technical staff:

2.1 Types of training and development programmes:

- (a) Induction Course
- (b) Industrial Attachment
- (c) Centralised Training Programmes
- (d) Allocation to attend relevant external courses and seminars
- (e) Allocation for study leave/study loan

TA'ARUF AND INTELLECTUAL DISCOURSE (TIDE)

Ta'aruf and Intellectual Discourse (TIDE) is an induction course for newly appointed academic staff. It is held twice every year. Attendance in TIDE is required for an IUM academic staff to be confirmed in service.

STUDY LEAVE

The status of study leave approved by the SSLC may vary according to the scheme of service.

1) IUM University Lecturer (Academic Staff on Grade DS/DU/DUG/DUF)

- a) Permanent academic staff of the University whose terms and conditions of appointment require Ph.D./ Specialist qualification or equivalent for confirmation in service is eligible to apply for study leave upon joining IUM.
- b) The status of study leave approved by the SSLC will be with full pay and with scholarship
- c) For a Master's programme, the duration of study leave which can be approved by the SSLC shall be twelve (12) months unless otherwise specified in the offer letter of admission into the particular course.
- d) For a Ph.D. or equivalent course, the duration of study leave which can be approved by the SSLC shall be thirty-six (36) months unless otherwise specified in the offer letter of admission into the particular course.
- e) For conversion cases from Master's programme to Ph.D. programme, the period of study leave with full pay and scholarship is thirty-six (36) months starting from the commencement date of the Master's programme.
- f) For Master's Specialist course, the duration of study leave which can be approved by the SSLC shall be forty-eight (48) months unless otherwise specified in the offer letter of admission into the particular course.

- g) The minimum duration on full time basis specified for the course by the University concerned shall be taken as the period of study leave.

2) Matriculation/ CELPAD Teachers/ Lecturers on DG scheme

Permanent Matriculation/ CELPAD Teacher/ Lecturer is eligible to apply for study leave to pursue Master / Ph.D. or equivalent after serving the University for at least three (3) years and fulfilling the stipulated criteria.

Eligibility criteria

- a) The staff must fulfill the following criteria:
- i. Permanent staff
 - ii. Confirmed in service
 - iii. Has served IUM for at least 3 years on permanent basis
 - iv. ≤ 38 years old (Master) / 42 years old (PhD) at the commencement of course
 - v. Good performance assessment rating for 3 consecutive years
 - vi. Course to be attended must be relevant and in line with the needs of the IUM.
 - vii. Recommended by the Dean/Director
- b) The university or institution must be recognised by the IUM and the Ministry of Higher Education (MoHE).
- c) Location of the university or institution must be **within Malaysia**. However, staff who wish to pursue Masters oversea may be considered favourably, subject to the following:-
- i. secures scholarship from the MoHE or other organisations;
 - ii. no financial implication on IUM, thus staff is required to secure scholarship on own initiative;
 - iii. approval on the oversea travel by the MoHE or Treasury i.e. in accordance with the government circular on overseas travel of government officers currently in force; and
 - iv. other conditions deemed appropriate by the IUM from time to time.
- d) In addition to the above, staff is required to fulfill the following for Ph.D studies.
- i. Possess good academic standing
 - ii. Possess vast research experience

3) Professional and Management Group (Administrative and Technical)

Staff in the Professional and Management Group is eligible to apply for study leave after serving the University for at least 3 years on permanent basis and fulfilling stipulated criteria.

Eligibility criteria

The staff must fulfill the following criteria:

- i) Permanent Staff
- ii) Confirmed in service
- iii) Has served IIUM for at least 3 years on permanent basis
- iv) ≤ 38 years old (Master) / 42 years old (PhD) at the commencement of course
- v) Good performance assessment rating for 3 consecutive years
- vi) Course to be attended must be relevant and in line with the needs of the IIUM.
- vii) Recommended by the Dean/ Director.
- viii) Location of the institution to further studies must be within Malaysia.

Notwithstanding the above criteria, the award of study leave and scholarship is at the sole discretion of the SSLC.

POST-DOCTORAL LEAVE

- 1) The University has established a Postdoctoral Scheme for academic staff to conduct a full time scholarly research work in a particular area of research that will benefit the University and the country.
- 2) Permanent academic staff (excluding DG scheme) is eligible to apply for postdoctoral leave within one (1) to three (3) years upon conferment of Ph.D. or equivalent degree and fulfilling the stipulated criteria.
- 3) The status of postdoctoral leave approved by the SSLC will be with full pay.
- 4) The duration of postdoctoral leave which can be approved by the SSLC shall be the duration of the postdoctoral research as specified by the University/ Institution/ Organisation concerned.
- 5) The period of postdoctoral leave can be at least one (1) year up to a maximum of two (2) years.

Eligibility criteria

- a) Permanent academic staff.
- b) Awarded a Ph.D or equivalent degree by local or overseas university.
- c) Obtained an offer to conduct research in local or overseas organisation or university.

- d) The research work must be in line with the staff's area of specialization and/or IIUM's research interest.
- e) Recommended by the Dean of Kulliyah.

BASIC TEACHING METHODOLOGY COURSE (BTMC)

The Basic Teaching Methodology Course (BTMC) consists of a number of different modules, such as Academic Accountability, Curriculum Design, Student-Centred Learning, Managing Teaching and Learning, and Test Item Construction and Analysis. The course is compulsory for all new academic staff, both permanent and contract, appointed after July 2005. Attendance in BTMC is required for an IIUM academic staff to be confirmed in service.

POSTGRADUATE DIPLOMA IN INTEGRATED KNOWLEDGE (PDIK)

IIUM academic staff joining the University after 1997 are required to take Postgraduate Diploma in Integrated Knowledge (PDIK). PDIK is meant for in-house training for academics which enable them to conduct research and engage in teaching and consultancy matters in their respective specialisation based on Islamic and integrated knowledge perspectives.

SUB-SPECIALTY TRAINING

- 1) All permanent Assistant Professor/ Associate Professor on grade DU is eligible to pursue sub-specialty training. This policy is not applicable to academic staff who are appointed on contract basis or on secondment to the University from other organisations.
- 2) Existing Assistant Professor/ Associate Professor on grade DU is eligible to apply for Sub-Specialty Training after at least two (2) years from the date of obtaining Specialist qualification and fulfilling the stipulated criteria.
- 3) Newly appointed Assistant Professor/ Associate Professor on grade DU is eligible to apply for Sub-Specialty Training after completing at least two (2) years of service from the date of joining IIUM and fulfilling the stipulated criteria.
- 4) The status of Sub-Specialty Training approved by the SSLC will be with full pay study leave and with scholarship.
- 5) The duration of sub-specialty training which can be approved by the SSLC shall be the duration of the training as specified by the University/ Institution/ Organisation concerned.
- 6) The period of sub-specialty training can be at least one year up to a maximum of four years.

SABBATICAL LEAVE

- 1) Sabbatical leave is granted to academic staff for the following purposes:-
 - a) The study or research in a specified field of learning not leading to any certification or degree awarding;
 - b) Visits to acquire experience in, and gain acquaintance with, the latest developments and advances in a specified field of learning; or
 - c) A combination of the requirements of the above which would be of benefit to the nation, the University and the staff.
- 2) Permanent academic staff with PhD / specialist qualification or equivalent (excluding DG scheme) who has completed three or five years of service upon obtaining the PhD/ Specialist qualification or equivalent and confirmed in service is eligible to apply for sabbatical leave as follows:-
 - a) If the staff has completed three years of service upon obtaining Ph.D./ Specialist qualification, he is eligible for a maximum of 6 months sabbatical leave.
 - b) If the staff has completed five years of service upon obtaining Ph.D./ Specialist qualification, he is eligible for a maximum of 10 months sabbatical leave.

RESEARCH LEAVE

Academic staff can be considered for relief from teaching assignment during Semester 3, to enable them to conduct research.

1) Eligibility Criteria

All permanent academic staff (excluding DG scheme and academic fellow) who have been confirmed in service and contract academic staff who have served the University for more than five (5) years are eligible to apply for relief from teaching assignment during Semester III to conduct research.

Academic staff who have been granted this facility, will have to serve for another three (3) years to be considered for the next eligibility.

2) Research proposal must be:

- a) For the purpose of writing textbooks or books relevant to IIUM mission; or
- b) Specific research projects approved by the Kulliyah's Research Committee; or
- c) Leading to innovation, invention or discoveries which will promote the good name and reputation of IIUM.

3) Duration

Maximum leave allowed is three (3) months, i.e. during Semester III.

INDUSTRIAL ATTACHMENT

- 1) All permanent staff (academic and administrative) is eligible to apply for industrial attachment after serving the University for at least 3 years on permanent basis and fulfilling stipulated criteria.
- 2) The Industrial Attachment allows the staff:-
 - a) to undergo attachment at private or government organisations for the purpose of enhancing professionalism and applied skills in specific disciplines or specialisation.
 - b) to attend training programmes conducted by professional institutes or bodies for the purpose of fulfilling the requirement of obtaining professional certification and/ or professional membership.
- 3) The duration of industrial attachment which can be approved by the SSLC shall be as follows:-
 - a) Short-term : Three (3) months or less
 - b) Long-term : More than three (3) months and up to a maximum of twelve (12) months
- 4) The status of industrial attachment approved by the SSLC will be with full pay. The staff will be paid salary and fixed allowances based on substantive appointment in the University during the industrial attachment.

CENTRALISED TRAINING PROGRAMME

The University offers centralised training programme for academic and administrative staff (permanent and contract). Covering a wide range of topics from teaching development to research management as well as leadership development to business communication, these training programmes are conducted by reputed guest speakers and facilitators (IIUM staff or outside organisations) known for their subject matter expertise and strong delivery capabilities.

FINANCIAL BENEFITS

1. Group Personal Accident Takaful

The University shall pay the premium for Group Personal Accident (GPA) Takaful for all International staff. The GPA covers accidental death or bodily injury caused solely by violent external and visible means or loss resulting directly and independently for all other causes from bodily injuries caused by an accident.

2. Funeral Contribution

Eligibility

All permanent and contract staff (if contribution is mentioned in the offer letter) are eligible for the funeral contribution.

Amount of Contribution

The maximum amount of contribution is RM3,000.00 if the funeral cost is borne by the family of the deceased.

If the funeral is arranged by the University, the management cost shall be deducted accordingly from the said amount.

Staff who contributed to SOCSO and EPF is also eligible for funeral assistance based on the amount as determined by both organisations.

Staff who is registered as a member of the Staff Khairat Fund will receive financial assistance amounting to RM1,000.00.

3. Educational Privilege for Staff and Dependants studying at IIUM

Educational privilege is the support provided by the University on education fees for staff and their dependants who are studying at IIUM.

Eligibility

All staff and dependants who are studying at IIUM are eligible for discounted rate according to income range and subject to specified terms and conditions.

4. Air Passage for Contract Staff

Academic Staff (on contract appointment) recruited from overseas may be given the air passage privileges as per specified in their terms and conditions of service.

5. Health Screening

- a. The University agreed to provide subsidy of RM300.00 per staff for thorough health screening programme. The subsidy amount is to be reimbursed to the eligible staff members only.
- b. The eligibility criteria are as follows:
 - i. Aged 40 years old and above
 - ii. Had served the University at least for one (1) year
 - iii. Appointment must be on permanent or contract basis only.
- c. Only one (1) screening programme is allowed in two (2) years time.
- d. This subsidy shall include RM150.00 incentive approved for the Breast Screening Programme.
- e. Reimbursement shall be made through IIUM Health Centre, subject to the availability of budget.

Reference: MSD Service Circular 1/2009

FINANCIAL CLAIMS

Staff can claim for out of pocket expenses due to performance of official duty with instruction from the University relevant authority based on the regulations currently in force in IIUM.

- a) Overtime (OT)
- b) Handphone bills
- c) Travelling Claim (Local / Overseas)*
- d) Travelling Advancement
- e) Extra Teaching Claim*
- f) Long Vacation Allowance
- g) On Call Claim
- h) Locum
- i) Moving to new house
- j) Warm clothing allowance
- k) Performing official outstation duties
- l) Outstation transfer
- m) 'Pakaian Istiadat' / Ceremonial attire for attending official functions.

FINANCING BENEFITS

The university provides the following financing to its staff:-

1. Housing Financing

This financing is only applicable for permanent staff. The staff must have been confirmed in service except those academic staff pursuing their Ph.D. The University subsidizes the term charges imposed by the financial institutions over and above the rate of 4% for amount up to a maximum eligibility.

If the financing period is more than the eligible period; maximum of 30 years or remaining years of service, the subsidy will only be applicable up to eligible period. Staff is responsible for the full rate after the eligible period ends.

The financing eligibility is as follows:

No.	Basic Salary + Fixed Allowances* (RM)	Eligibility (RM)
1.	6,500 and above	750,000
2.	6,000	720,000
3.	5,700	680,000
4.	5,500	650,000
5.	5,000	600,000
6.	4,700	560,000
7.	4,500	540,000
8.	4,300	510,000
9.	4,000	470,000
10.	3,800	450,000
11.	3,500	420,000
12.	2,900	340,000
13.	2,300	270,000
14.	Up to 1,700	200,000

* The fixed allowances taken into account are :

- (i) Housing Allowance
- (ii) Civil service Allowance / Entertainment Allowance
- (iii) Top Ranking Allowance / Special Grade Allowance

2. Motor Vehicle Financing (Cars and Motorcycles)

Eligibility criteria

- a) Permanent and contract staff
- b) Has served IIUM more than one (1) year
- c) Minimum basic pay is RM1, 620.00 per month (for car financing only)
- d) Two (2) guarantors are required (for motorcycle financing)

Eligibility amount :

a. Car financing

Category	Amount
Special Grade (VK7 and above)	RM 70,000.00
Professional & Management	RM 65,000.00
Support Group	RM 55,000.00

b. Motorcycle financing - RM 10,000

The repayment periods for the vehicle financing are as follows:

Category	Period of repayment
Car financing : New car	Not exceeding 108 months
: Used car	Not exceeding 96 months
Motorcycle financing	Not exceeding 60 months

The University subsidizes the term charges imposed by the financial institutions over and above the rate of 4% for amount up to a maximum eligibility.

3. Computer Financing

Eligibility criteria

- a) Permanent and contract staff only
- b) Has served the University for at least 6 months
- c) Financing amount up to RM 5,000.00 for the purchase price of the computer gadgets and its peripherals or smartphones whichever is lower.

The repayment period is up to 48 months (for permanent staff) or remaining of contract (for contract staff) whichever is longer.

For reimbursement purposes, only payment through credit card is accepted.

4. Cash Advancement

Newly arrived international staff may apply for an advance of RM1, 500.00 from the Recruitment Unit of MSD.

(For details, please visit the Finance Division website at <http://www.iiu.edu.my/finance> or please contact the Finance Division)

IIUM STAFF KHAIRAT FUND

IIUM Khairat Fund (SKF) is a fund that is contributed voluntarily by the staff and the minimum amount is RM2.00 per month. The fund is managed by the Employee Benefits and HR Relations Unit, Management Services Division.

Eligibility

- i) All registered staffs who have signed the application form giving consent on the monthly salary deduction.
- ii) Each SKF member may apply for the benefit from the fund for more than once.
- iii) Application shall be made within 1 year from the date of the event/ incident.
- iv) New SKF member will only be eligible for assistance (benefits) after 2 months of contributions.

Benefits / Assistance (Effective 3rd December 2015):

NO.	RECIPIENT	AMOUNT AWARDED
1	<p>a. Death of Parents or child (<i>regardless of legal or biological Including death of baby upon delivery at week 22 and above</i>)</p> <p>b. Death of spouse</p> <p>c. Death of SKF Member</p> <p>(i) If the staff are married and passed away, the contribution shall be made to their spouses / children</p> <p>(ii) If the staff are not married the contribution shall be made to their parents/next of kin.</p>	<p>RM 500.00</p> <p>RM500.00</p> <p>RM1,000.00</p>
2	<p>Victims of Fire, Landslide, flash flood, robbery, theft, accident Upon application, SKF member shall attached police report or other necessary documents. Own property only.</p>	<p>10% from total lost or Maximum RM1,000.00 and on case-to-case basis</p>
3	<p>Hospitalised/warded/sickness/Critical illness</p> <p>a) Bill paid by IIUM For staff or family members who were hospitalized and the bill paid by IIUM, token of minimum of RM50.00 would be given per claim subject to the following conditions: i) Warded in hospital for minimum of 1 night ii) Maximum of 4 claims/per year/staff</p> <p>b) Bill paid by employee Contribution can be made to any SKF members who are hospitalized due to illness/accident that incurred high medical bills in view to reduce his/her financial burdens. This contribution will</p>	<p>Minimum RM50.00 Staff – RM100.00 Dependent – RM50.00</p> <p>10% from total lost or Maximum RM1,000.00 and on case-to-case basis</p>

	<p>be given to the contributors to the fund and their eligible dependents only.</p> <p>c) Staff other a) & b) but diagnosed with critical illness or severe injuries due to accident</p> <ul style="list-style-type: none"> - Eligible for staff, spouse and children - Covers all critical illness as listed in EPF Regulations <i>(the secretariat need to seek recommendation from the Chief Medical Officer before approval be given by the Chairman)</i> 	<p>Maximum RM2,000.00 on case-to-case basis (once/staff)</p>
4	<p>Education</p> <p>a) <u>Children achievements in major examinations</u> As appreciation for the children of contributing members who have shown excellent achievement in their studies. The contribution will be given based on the following criteria:-</p> <ul style="list-style-type: none"> (i) UPSR(5 As) RM100 (ii) UPSRA 5 As) RM100 (ii) PT3 (at least 5As) RM150 (iii) SPM / (at least 6As, i.e.: not inclusive of A-)/‘O’ Level (5As) or equivalent RM200 (iv) STPM/Matriculation (min. CGPA 3.5) /STAM(Mumtaz) ‘A’ Level (3As) or equivalent RM250 <p>b) <u>Children enrolling for bachelor’s degree programme</u> Children’s of support staff admission to higher learning institution recognized by Malaysian Government (for Bachelor Degree only). RM200</p> <p>c) <u>Support staff completed undergraduate programmes:</u></p> <ul style="list-style-type: none"> i) Staff below SSM grade 22 - diploma / bachelor degree RM200 ii) Staff between SSM grade 23 to 40 - bachelor degree <p><i>(Diploma / degree must be from institutions recognized by Malaysian Government)</i></p> <p>Note : for item a (i),(ii) & (iii)-effective from 2016’s examination</p>	
5	<p>Wedding Contribution This benefit shall be provided to the SKF member once throughout their services in IUM.</p>	<p>RM 300</p>
6	<p>Birth All contributing members are eligible to get their benefit.</p>	<p>RM 100</p>
7	<p>Retirement The provision on the contribution to SKF contributors when they retire from the University on condition that they have at least been a member of the SKF for ten (10) years.</p>	<p>RM 300</p>
8	<p>Disabled Child Contribution to be given once for any of handicapped child of the SKF contributors.</p>	<p>RM 200</p>
9	<p>Hajj Contribution Contribution to be given once to the SKF contributor who wish to perform hajj</p>	<p>RM 100</p>

DISCIPLINE

Staff are reminded to place utmost importance on the various provisions of the IIUM Staff Disciplinary Rules 2015, the IIUM Dress Code and the IIUM Work of Ethics.

For details, kindly refer to IIUM Staff Disciplinary Rules 2015, IIUM Dress code and IIUM Work of Ethics.

STAFF RECOGNITION

AWARDS FOR QUALITY PERFORMANCE

Normally the awards presentation is conducted during the Quality Day Celebration.

The awards are as follows:

- a) Quality Administrative & Technical Staff Award
- b) Quality Agency Award
- c) IIUM Journal Award
- d) Ismail Al-Faruqi Publication Award
- e) Research Productivity Award
- f) Highest Number of Publication in Citation-Indexed Journal Award
- g) Murabbi Award
- h) Mahallah Award
- i) Staff Sports Award
- j) Budi Award
- k) President's Award
- l) Zaid bin Thabit Award

(For details, please refer to the Office of Corporate Strategy [OCS])

In addition IIUM also recognised staff through the following awards:

- a) Maulidur Rasul Award
- b) Al-Liqa Al-Shahri Award
- c) Merdeka Award

In addition to the above, the University also organises a Staff Appreciation Ceremony annually to present the aforementioned awards:

LONG SERVICE AWARD

Staff who have served the University for at least fifteen (15) years or staff who have served for at least twenty five (25) years and are still serving the University.

RETIREES AWARD

Staff who have served the University on permanent basis for at least ten (10) years and going on retirement.

GRIEVANCE PROCEDURE

The Remedial Grievance System is the University's official channel for complaints. It is committed to giving high quality service to all complaints received from staff and external clients by conducting fair investigations. The Remedial Grievance Committee ensures the confidentiality of the complainants and information given.

If staff have any complaint towards our work system and procedures or have any information regarding the misconduct of IIUM staff, they can obtain a copy of the complaint form from any of the service counters within the IIUM or through the internet at <http://www.iiu.edu.my/complaint>

1. Matters that can be subject to complaint:-

- (a) IIUM Staff Disciplinary Rules 2015
- (b) IIUM Work of Ethics
- (c) IIUM Dress Code
- (d) IIUM Financial Policy & Procedures
- (e) IIUM Relevant Circulars and Circular Letters;
- (f) Any relevant circular and instruction produced by the Kulliyahs/ Centres/ Divisions
- (g) Implementation of all laws enforced in the university
- (h) Implementation of other relevant policies, rules and regulations

2. Matters that cannot be subject to complaint:-

- (a) Any policies that have been decided and approved by the government.
- (b) Matters related to policies cannot be subject of complaint. However, matters related to the implementation of the policies may be subject to complaint.
- (c) Matters meant for personal benefit or lies that serve malevolent purposes and with the intention of humiliating or slandering the character of the other person.

3. Baseless complaints

Should the complaints be found to be baseless or have malevolent purposes; the complainants will be liable to disciplinary action or other action as decided by the University.

OTHER FACILITIES

PARKING AND TRAFFIC SYSTEM

1. VEHICLE REGISTRATION

All staff vehicles entering the campus must be registered and possess valid vehicle stickers. The valid vehicle sticker must at all times be displayed on the front windscreen of the vehicle.

Transfer of vehicle stickers is forbidden by the University and a heavy penalty will be imposed on the offender. The University has the right to withdraw and withhold the issuing of a vehicle sticker for a period of six (6) months to any staff that is found guilty of transferring or giving the vehicle stickers to non-authorized persons.

2. IIUM'S TRAFFIC RULES AND REGULATIONS

All staff must obey the traffic rules and regulations of the University. The University reserves the right to impose fines and to clamp vehicles or to stop the staff from entering the University area.

The maximum amount of fine that may be imposed on any staff that breaches the University's traffic regulations is 100.00 (Ringgit Malaysia: One hundred only).

3. PARKING AREAS

The University campus has been developed as a walking campus. As such, spaces for car parking close to the staff's place of work are very limited. However, there are enough parking spaces a short distance from the main buildings. Staffs are therefore advised to make use of these spaces and walk to the place of work.

(For details, please refer to IIUM Road Traffic Regulations 2015).

LIBRARY

1. INTRODUCTION

The IIUM University Library is made up of five libraries located at the five University campuses - Gombak, Kuantan, Gombang, Petaling Jaya and Jalan Duta in Kuala Lumpur. Its collection comprises of books, journals, audio-visuals and electronic materials. The research collection includes rare books and manuscripts. Other than academic books, the Library also provides general reading materials including fictions, DIY books and other leisure topics to inculcate a reading culture among the University members. The Library also provides access to various online databases, digital and electronic books and journals besides providing access to the internet. The Collection's organization is based on the Library of Congress Subject Headings and Classification Scheme. Catalogue of the collection is accessible remotely via the internet.

2. RULES AND REGULATIONS

The university students and staff are allowed to borrow books from the IIUM Library upon registration as members. Library users are required to observe all rules and regulations stipulated for the library customers. Further information on the library is available at its webpage <http://www.iium.edu.my/lib>

3. OPENING HOURS (MAIN LIBRARY, GOMBAK)

Day	During Semester	Last Four Weeks of Semester	Semester Break
Mon-Thurs	8.00 a.m-1.00 p.m 2.00 p.m-7.00 p.m 8.00 a.m-10.45 p.m	8.00 a.m-1.00 p.m 2.00 p.m-10.45 p.m	8.00 a.m-1.00 p.m. 2.00 p.m-10.45p.m
Friday	8.00 a.m-12.30 p.m 2.30 p.m -7.00 p.m 8.00 a.m-10.45 p.m	8.00 a.m-12.30 p.m 2.30 p.m -10.45 p.m	8.00a.m-12.30p.m 2.30p.m -5.45 p.m
Saturday/Sunday	9.00 a.m-1.00 pm 2.00 p.m-5.45p.m	8.00 a.m-1.00 pm 2.00 p.m-10.45p.m	CLOSED
Public Holiday	CLOSED	8.00 a.m-1.00 pm 2.00 p.m-10.45p.m	CLOSED

Note:

- Services at the Circulation Counter will be closed 30 minutes before the library closing time
- The library is straightly opened from 2.00 p.m. or 2.30 p.m. to 10.45 p.m. **during the revision and examination weeks only.**
- The library is closed from 1.00 p.m. to 2.00 p.m. (Mon to Thu) and 12.30 p.m. to 2.30 p.m. (Fri) as usual.

COMMERCIAL AREA

The IIUM Business Centre is located at the Central Complex Building, next to the Mosque. Among the commercial operators at the IIUM Business Centre are:

Bank Muamalat Malaysia Berhad

Bank Islam Malaysia Berhad

Ambank

POS Malaysia Bhd

Dar Al- Khutub Book Shop

Photoshop

Co-op Mart

Convenience Shop

A shop selling merchandise from the Middle East Countries

Saloon & Boutique

Souvenir Shop

Computer & Telecommunication Shop

Pastry Shop

Bazaar

Tit-Bits

Food Court

Fast Food Kiosk

Cafes

SPORTS COMPLEX

1. INTRODUCTION

The sports section in IIUM was established in 1983. Since then, sports have become vibrant activities in IIUM. In 1990, the sports activities in IIUM have drastically increased in term of quantity and quality.

In 1991, the role of sports section became more demanding when IIUM was indirectly involved with the World University Sports Federation (FISU), Asian University Sports Federation (AUSF) and Asean University Sports Council (AUSC).

The primary purpose of Sports Development Centre (SDC) is to provide opportunities for students and staff to pursue their sports and recreational interest. The focus of SDC programmes are blending and learning new motor skill while coordinating all sports activities, monitor the progress of IIUM sports development and supervise the maintenance of venues and sports facilities of the university.

IIUM Gombak has two (2) Sports Complexes, each for male and female community. They are located at the northern side of the campus. The university has also sports facilities in other campuses i.e Kuantan and Gambang. The sports facilities are available for all students and staff of the IIUM as well as visitors. All bookings can be made through the Sports Facilities Management Unit, SDC at Sayyidina Hamzah Stadium, Male Sports Complex.

2. RULES AND REGULATIONS

The university students and staff and visitors are allowed to use all sports facilities during the operating hours. All patrons are required to follow the rules and regulations stipulated by SDC and in IIUM SnRC Handbook (2012). SDC has the right to prohibit any patrons from using the facilities once the rules are breached. Further information on SDC is available at its webpage <http://iium.edu.my/sports>

3. SPORTS FACILITIES

- (a) Two (2) Olympic-size Swimming pool – exclusive for Male and Female swimmers.
- (b) Sayyidina Hamzah Stadium - equipped with a football field, 400 metre running track and seating to accommodate 1500 spectators.
- (c) Multi-purpose hall at both sports complexes - for various indoor games such as futsal, badminton, netball, handball and sepak takraw.
- (d) Squash Arena - four (4) squash courts at each complex available and designed to host official competitions.
- (e) Rugby field – known as 'Pride Park' by IIUM rugby community and located at the rear of male sports complex.

- (f) Outdoor games e.g netball, handball, tennis, sepak takraw, volleyball and basketball courts available for both male and female.
- (g) Futsal Sports court – a special surface court for futsal at male sports complex as IIUM is the Sports Focus Centre of Futsal for Higher Learning Institutions appointed by the Ministry of Higher Education (MOHE).
- (h) Hockey Turf – located at female sports complex and hosted the SUKMALINDO Games in 2011.
- (i) Cricket Mini Oval – designed for the shorter version of cricket games (sixes and sevens). Located at the former hockey field at male sports complex.
- (j) Petanque Arena – new sports introduced to IIUM students which excel at international and national level
- (k) Recreational Sports - Camping equipment, bicycle and kayak can be rented from SDC. Matric/ Staff card is required during reservation and collection period.

4. BOOKING & RESERVATION

SPORTS FACILITIES		
FACILITIES	QUANTITY	
	MALE SPORTS COMPLEX	FEMALE SPORTS COMPLEX
Multipurpose Hall	1	1
Badminton Indoor/Outdoor Court	6/6	5/4
Squash Court	4	4
Tennis Court	4	4
Volleyball Indoor/Outdoor Court	2/2	1/2
Basketball Court	2	2
Stadium 400m Track	1	1 (Mini 200m Track)
Football Field/ Rugby	3/ 1	-
Hockey Turf	-	1
Sepak takraw Indoor/Outdoor Court	6/6	5/4
Netball Court	-	1
Multipurpose Court	1	-
Handball Court	1	-
Futsal Indoor/Outdoor Court	1/1	-/1
VIP Room	1	1
VIP Box	1	-
Aerobic Room	-	1
Gymnasium	2	1
Petanque Arena	-	1
Swimming pool	1	1

Monday – Thursday	:	9.00 am – 4.00 pm
Friday	:	9.00 am – 12.15 pm
	:	3.00 pm – 5.00 pm
Saturday/ Sunday/ Public Holiday	:	CLOSED Except for booked/ students programme only
Contact	:	03-6196 5389/4107

- a) Booking & reservation can only be done during office hour at the stipulated operating hours.
- b) Walk in booking (students, staff and visitors) will be entertained upon the availability of facilities and venues.
- c) All booking must be made through the Sports Facilities Management Unit, SDC at Sayyidina Hamzah Stadium, Male Sports Complex.
- d) Users must fill in the Booking Form available at both sports complexes.
- e) Any cancellation of programmes should be acknowledged to SDC seven (7) days prior to actual date.
- f) All patrons must follow the rules and regulations set by SDC. SDC has the right to prohibit any patrons from using the facilities once the rules are breached.
- g) Posters, pamphlets, and advertisements may be placed on the notice board specified for advertising after permission is given by SDC.
- h) SDC has the right to change any subjects to the rules and regulations from time to time without prior notice
- i) The University/ SDC will not be responsible for any accident/ injury/ loss of belongings during activities/ usage of the sports facilities.

5. OPERATING HOURS

a) GENERAL SPORTS FACILITIES

DAY/SESSION	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5	SESSION 6
Monday - Friday	8.00 am – 10.00 am	10.00 am – 12.00 pm	12.00 pm – 2.00 pm	3.00 pm – 5.00 pm	5.00 pm – 7.00 pm	8.00 pm – 10.00 pm
Saturday	Booked / Students Programme Only					
Sunday/ Public Holiday						
*Interested users are required to contact 03 6196 5389/4107 for reservation. Usage is subject to availability of venue to avoid clashes of programme.						

b) SWIMMING POOL

Swimming Pool (Male)			
DAY/SESSION	SESSION 1	SESSION 2	SESSION 3
	9.00 am – 11.00 am	5.00 pm – 7.00 pm	8.00 pm – 10.00 pm
Monday – Friday	CLOSED	OPEN	OPEN
Saturday	CLAV Class	OPEN	CLOSED
Sunday	OPEN	OPEN	CLOSED
Public Holiday	OPEN	CLOSED	

Swimming Pool (Female)		
DAY/SESSION	SESSION 1	SESSION 2
	9.00 am – 11.00 am	5.00 pm – 7.00 pm
Monday – Friday	CLOSED	OPEN
Saturday	CLAV Class	CLOSED
Sunday	SWIMMING CLASS	CLOSED
Public Holiday	CLOSED	
Contact: 03 6196 4000 ext 3236 (Please call for confirmation of opening hours)		
*SDC reserves the right to cancel the opening hours which is among others subject to availability of life guards and semester break.		

c) GYMNASIUM

Gymnasium Khalid Al-Walid (Male)			
DAY/SESSION	SESSION 1	SESSION 2	SESSION 3
	9.00 am – 11.00 am	5.00 pm – 7.00 pm	8.00 pm – 10.00 pm
Monday – Friday	VARISITY TEAM	OPEN	
Saturday	OPEN		CLOSED
Sunday/ Public Holiday	CLOSED		

Gymnasium (Female)			
DAY/SESSION	SESSION 1	SESSION 2	SESSION 3
	9.00 am – 11.00 am	5.00 pm – 7.00 pm	8.00 pm – 10.00 pm
Monday – Friday	VARSIITY TEAM	OPEN	CLOSED
Saturday	OPEN	OPEN	CLOSED
Sunday/ Public Holiday	CLOSED		

*SDC reserves the right to cancel the opening hours which is among others subject to availability of gym assistant and semester break. Please contact 03 6196 4107 prior to the usage.

For general inquiries on Sports Development Centre, please contact 03 6196 4394.

EDUCARE CENTRE

1. REGISTRATION & FEES

Parents must register their child/children at the Principal's Office during office hours. Entry will be on first-come-first-served basis. The registration fee (per entry) is RM 55.00. The monthly fee for first time enrolment needs to be paid in cash while subsequent fees will be deducted directly from the salary.

2. MONTHLY FEE RATES

HOUSEHOLD INCOME (RM)	CHILD CARE	KINDERGARTEN
	FEE/MONTH (RM)	FEE / MONTH (RM)
>10,000	473	473
5,001 – 10,000	374	354
<5,000	340	300

3. MATERIAL FEE (YEARLY)

CATEGORY /AGE GROUP	RM
2 Months – 1 Year	120.00
2 Years	200.00
3 Years	200.00
4 Years	260.00
5 Years	260.00
6 Years	270.00

4. OPERATING HOURS

Day	Time
Monday - Friday	7:40 a.m. – 6:00 p.m.
Public Holiday	Closed

5. EXTRA HOURS (CHARGES)

EXTRA HOURS CHARGES		
NO	Pick Up Time	RM
1.	6.00 pm – 6.30 pm	3.00
2.	6.31 pm – 7.00 pm	5.00
3.	7.01 pm – 8.00 pm	15.00
4.	8.01 pm – 9.00 pm	25.00

STAFF ASSOCIATIONS

Further inquiries could be directed to:

Academic Staff Association (ASA) (for Academic Staff)

Professional and Management Association (for Professional & Management Group)

KESATU (for Support Group I)

KURNIA (for Support Group II)