



IIUM/202/4/1

21st October 2024

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

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

Assalamualaikum Warahmatullahi Wabarakatuh

STAFF SERVICE CIRCULAR NO. 17/2024

REVISED CRITERIA FOR EARLY PAYMENT OF CASH COMPENSATION FOR UNUTILISED ANNUAL LEAVE (IIUM GOLDEN HANDSHAKE)

1. OBJECTIVE

The objective of this circular is to notify all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs pertaining to the revised criteria for Early Payment of Cash Compensation for Unutilised Annual Leave (IIUM Golden Handshake).

2. BACKGROUND

2.1 Cash Compensation for Unutilised Annual Leave (IIUM Golden Handshake (GHS)) is a cash award provided as compensation to staff for the accumulated unutilised annual leave upon retirement. The maximum number of annual leave days that can be accumulated as cash award compensation is one-hundred and eighty (180) days only.

2.2 GHS is applicable to IIUM staff who fulfils the following criteria: -

- a) Appointed on permanent basis;
- b) Confirmed in service; and
- c) Have served the University for not less than 10 years upon optional retirement or compulsory retirement.

2.3 Staff who resign or are terminated due to being found guilty of any disciplinary offences under the IIUM Staff Disciplinary Rules such as Absent Without Leave (AWOL)/without permission/ poor performance after Performance Improvement Plan (PIP) are not entitled to any end of service benefits i.e. RBF, Golden Handshake and gratuity.



2.4 Despite the above, the Staff Service Committee (SSC) in its meeting No. 1/2023 and No. 2/2023 held on 28th March 2023 and 13th June 2023 respectively, had approved the adoption of the government service circular on the amendment to Ceraian PP.1.3.4: Early Payment of Cash Compensation for Unutilised Annual Leave (IIUM Golden Handshake) with some modifications to the eligibility criteria. Details are as follows:-

a) The eligibility criteria:-

- i) Administrative and Technical staff in the support group category (Grade 3-40);
- ii) Has been serving not less than fifteen (15) years (excluding unpaid leave/half-pay leave);
- iii) Age between 45 years to 49 years old;
- iv) The total of unutilised Annual Leave accumulated prior to the initial application of the IIUM Golden Hand Shake cash compensation shall be at least 90 days; and only fifty (50) days from this total can be allowed for early payment of cash compensation;
- v) **Not involved in any criminal proceedings or disciplinary cases;**
- vi) Recommended by the Head of Department/Dean/Director; and
- vii) The early payment is for the purpose of education, medical reason or any urgent matters subject to approval by the University Authority.

b) The Early Payment of Cash Compensation for Unutilised Annual Leave (IIUM Golden Hand Shake) is extended to other grades of other schemes of services and subject to the above criteria (a) (ii) – (vi). However, the early payment is for the purpose of **medical reason only**.

2.5 While processing the applications for Early Payment of Cash Compensation for Unutilised Annual Leave (GHS), it was observed that the eligibility criterion of “not involved in any criminal proceedings or disciplinary cases” requires further clarification.

2.6 The Management Services Division (MSD) has engaged with the Office of the Legal Adviser (OLA) regarding the interpretation of the criterion and sought advice on whether the affected staff can be approved for early payment of GHS. OLA clarified that an action does not necessarily constitute a case; however, a case is a component of an action. Actions involve a comprehensive process within disciplinary procedures. In the context of a case, investigations have been completed, and there is substantial evidence for prosecution. Subsequently, the case is registered for disciplinary proceedings. Therefore, it is crucial that an accurate term is used, as each legal term carries distinct implications.



- 2.7 Pursuant to the advice from the OLA, the University had considered revising the criterion of "not involved in any criminal proceedings or disciplinary cases" to "not involved in any criminal proceedings or disciplinary process". This is because the disciplinary process begins with an investigation, followed by a show cause notice, a disciplinary hearing, a decision, and finally, an appeal.
- 2.8 Item 26 of IIUM Staff Disciplinary Rules 2015 stated that 'In all disciplinary proceedings by the University, no staff member shall be subject to disciplinary action unless he has been informed in writing of the alleged disciplinary offence and has been given a reasonable opportunity of being heard'. Disciplinary proceedings refer to the issuance of a Notice of Domestic Inquiry.

3. DECISION

- 3.1 The Staff Service Committee (SSC) Meeting No. 3/2024 held on 11th June 2024 agreed that the eligibility criteria for early payment of cash compensation for unutilised annual leave (IIUM Golden Handshake) particularly the criterion of "not involved in any criminal proceedings or disciplinary cases" is revised to "**not involved in any criminal proceedings or disciplinary proceedings**" as advised by OLA.
- 3.2 The effective date of implementation of the revised criterion for GHS is **1st January 2023** i.e. the same effective date as when the criteria of early payment of GHS were initially established.
- 3.3 The revised criteria of Early Payment for Cash Compensation of Unutilised Annual Leave (GHS) is as in *Appendix A*.
- 3.4 With the issuance of this circular, the Staff Service Circular No. 14/2023 is superseded.

All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyah/Centre/Division/Institute/Offices/Mahallahs.

Thank you. *Wassalam.*

"LEADING THE WAY"


ZURAIDA HASSAN
 Executive Director
 Management Services Division
 International Islamic University Malaysia



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

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CRITERIA OF EARLY PAYMENT FOR CASH COMPENSATION OF UNUTILISED ANNUAL LEAVE (GHS)

No.	Item	Description
1.	Eligibility Criteria	<p>i) Administrative and Technical staff in the support group category (Grade 3 until 40);</p> <p>ii) Has been serving not less than fifteen (15) years (excluding unpaid leave/half-pay leave);</p> <p>iii) Age between 45 years to 49 years old;</p> <p>iv) The total of unutilised Annual Leave accumulated prior to the initial application of the IIUM Golden Hand Shake cash compensation shall be at least 90 days; and only fifty (50) days from this total can be allowed for early payment of cash compensation;</p> <p>v) Not involved in any criminal proceedings or disciplinary proceedings;</p> <p>vi) Recommended by the Head of Department/Dean/Director; and</p> <p>vii) The early payment is for the purpose of education, medical reason or any urgent matters subject to approval by the University Authority.</p> <p>The Early Payment for Cash Compensation of Unutilised Annual Leave (IIUM Golden Hand Shake) is extended to other grades of other schemes of services and subject to the above criteria (i) (ii) – (vi). However, the early payment is for the purpose of medical reason only.</p>
2.	Application	The application of Early Payment for Cash Compensation of IIUM Golden Hand Shake can be made to Management Services Division as attached herewith.
3.	Approving Authority	The approving authority is the Executive Director, Management Services Division.
4.	Rate of GHS	The formula of calculation of the GHS shall be in accordance to the formula currently in force.

Secretariat
Staff Service Committee
Management Services Division
11.06.2024



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