



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. 19/2024

REVISED RATE OF MORTUARY ATTENDANT OR HAZARD ALLOWANCE

1. OBJECTIVE

The objective of this circular is to notify all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs pertaining to revised rate of Mortuary Attendant or Hazard Allowance.

2. BACKGROUND

- 2.1 Duties of the Mortuary Attendants are related to the storage and dissection of the cadavers which utilised toxic and hazadours chemicals such as formaldehyde. Exposure to strong formaldehyde vapours would immediately cause irritation of the yes, nasal mucosa and skin.
- 2.2 The Staff Service Committee (previously known as Staff Service Board) Meeting No. 3/2000 on 10th November 2000 agreed on the payment of Special Allowance (Hazard) to the Mortuary Attendants at the Kulliyah of Medicine at the rate of RM30.00 per month. In the year 2002, the rate had been increased to RM100.00 per month.
- 2.3 During the SSC Meeting No. 1/2020 held on 16th January 2020, due to shortage of staff, the University agreed to extend the Mortuary Attendant or Hazard Allowance to the Medical Laboratory Technologists (MLT) performing duties as Mortuary Attendants at the Kulliyah of Medicine on a personal-to-holder (PTH) basis. It was also agreed that the Mortuary Attendant or Hazard Allowance on PTH basis could be extended to other positions, other than Health Attendant and Assistant Medical Officer at the Kulliyah of Medicine, should the need arise in the future.



- 2.4 At present, there are nine (9) staff comprising of two (2) Mortuary Attendants, three (3) Medical Health Assistants, two (2) Medical Laboratory Technologists and two (2) Assistant Medical Officers from Dept. of Basic Medical Science, Kulliyah of Medicine and Forensic Unit, SASMEC@IIUM are receiving the Mortuary Attendant or Hazard Allowance.
- 2.5 The Public Service Department (PSD) in its letter ref. JPA. (S).800-4/2/48 Jld. 2 (4) dated 15th February 2023, has increased the rate of Mortuary Attendant or Hazard Allowance from RM100.00 to RM150.00 per month effective from 1st March 2023.

3. DECISION

- 3.1 The Staff Service Committee (SSC) Meeting No. 3/2024 held on 11th June 2024 approved as follows:-
- i) The adoption of the PSD's letter on the revised rate of Mortuary Attendant or Hazard Allowance from RM100.00 to RM150.00 per month.
 - ii) The payment of Mortuary Attendant or Hazard Allowance to Medical Laboratory Technologists performing Mortuary Attendant duties on **personal-to-holder basis** remains unchanged.
 - iii) Since the Incentive Allowance falls under non-fixed allowances, the payment shall be stopped when the staff is in any of the following conditions: -
 - a) Unpaid leave (including study leave without salary);
 - b) Half pay leave (including study leave with half pay);
 - c) Full pay study leave for more than 92 days;
 - d) Duration of annual leave for more than 28 consecutive days including Rest day and Public Holiday;
 - e) Any leave other than annual leave for more than 28 days continuously including weekly rest day and Public Holiday;
 - f) A combination of any leave which is more than 28 days continuously including weekly rest day and Public Holiday and absent without leave; or
 - g) Performing official duty other than substantive duty for more than 92 days continuously as assigned by the Head of Department.
- 3.2 The effective date of implementation is **11th June 2024**, i.e. the date of SSC Meeting No. 3/2024 which endorsed the decision.
- 3.3 With the issuance of this circular, the MSD Service Circular No. 12/2001 on the Payment of Special Allowance (Hazard) to Mortuary Attendants at the Kulliyah of Medicine 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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