



IIUM/202/4/1

21<sup>st</sup> 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. 20/2024**

**REVISED RATE OF INCENTIVE ALLOWANCE FOR SUPPORT STAFF INVOLVED DIRECTLY IN TREATING THE MENTAL DISORDER PATIENT AND DANGEROUS INFECTED DISEASE**

**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 Incentive Allowance for support staff involved directly in treating the mental disorder patient and dangerous infected disease.

**2. BACKGROUND**

- 2.1 The Staff Service Committee (previously known as Staff Service Board) Meeting No. 1/2009 on 20<sup>th</sup> January 2009 had granted an Incentive Allowance of RM60.00 per month to support staff, irrespective of salary grade, who are directly and continuously involved in treating mental disorder patients at the Kulliyah of Medicine. This allowance is granted upon certification by the Head of Department.
- 2.2 At present, only one (1) Nurse (Grade U29) is receiving the Incentive Allowance.
- 2.3 The Public Service Department (PSD) in its letter ref. JPA.(S).800-4/2/48 Jld. 2 (4) dated 15<sup>th</sup> February 2023, has increased the rate of Incentive Allowance for treating patients suffering from mental disorder, tuberculosis and leprosy from RM60.00 to RM100.00 effective from 1<sup>st</sup> March 2023.



### 3. DECISION

3.1 The Staff Service Committee (SSC) Meeting No. 3/2024 held on 11<sup>th</sup> June 2024 approved as follows:-

- i) The adoption of the PSD's letter on the revised rate of Incentive Allowance for treating patients suffering from mental disorders, tuberculosis and leprosy from RM60.00 to RM100.00 per month.
- ii) The adoption is with some modifications to suit IIUM as follows:-
  - a) An Incentive Allowance of RM100.00 per month for support staff who perform duties on **full-time basis** in treating tuberculosis, leprosy, and psychiatric patients.
  - b) The Incentive Allowance applies to the following categories of staff:-
    - i) Nurse
    - ii) Assistant Medical Officer
    - iii) Medical Health Assistant
    - iv) Community Nurse
    - v) Dental Surgery Assistant
  - c) Verification and recommendation by the Head of Department are required.

3.2 The effective date of implementation is **11<sup>th</sup> June 2024**, i.e. the date of SSC meeting which endorsed the decision.

3.3 The Incentive Allowance falls under the non-fixed allowances, therefore, 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.



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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