



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. 23/2024

**RECOGNITION OF ELECTION DUTIES DURING GENERAL ELECTION
AS OFFICIAL DUTIES**

1. OBJECTIVE

The objective of this circular is to notify all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs on the recognition of election duties during General Election as official duties.

2. BACKGROUND

- 2.1 As stated in the Federal Constitution, General Elections must be held at least once in every five (5) years. To manage a General Election effectively, the Election Commission requires assistance from various Government agencies.
- 2.2 In a directive issued by the Chief Secretary to Government of Malaysia through a letter reference PM(S)10034 Vol. V/(27) dated 10th October 1990, it was stated among others that government officers and staff appointed by the Election Commission are to be released to perform the assigned duties during General Election, which are deemed as official duties. However, any claims for travelling and other allowances related to the performance of election duties will be borne by the Election Commission.
- 2.3 Although the above directive has not been adopted by the University, it has been the practice that staff assigned with election duties are allowed to apply for official duty and approved for unrecorded leave.



3. DECISION

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

- i) Staff who are appointed by the Election Commission to perform election duties during General Election are considered as performing official duties and the staff are required to notify the Head of Department/Immediate Supervisor.
- ii) The duration dedicated to election duties, training sessions and briefings during General Election should be classified as Unrecorded Leave, provided that relevant supporting documents are submitted.
- iii) The implementation should take effect retrospectively.
- iv) Any traveling claims and other allowances related to the performance of election duties should be borne by the Election Commission.

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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