



IIUM/202/4/1

18th December 2024

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

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

Assalamualaikum Warahmatullahi Wabarakatuh

NOTIFICATION OF THE INCLUSION OF CLINIC SERVICES IN THE LIST OF APPROVED LIST OF SERVICES (NON-CLINICAL) FOR SHIFT WORKING HOURS POLICY

May this letter find YBhg. Dato'/Prof./Dr./Sir/Madam in the best of health by the grace of Allah (S.W.T.).

2. This letter is issued to notify all staff on the inclusion of clinic services in the list of approved list of services (non-clinical) for Shift Working Hours.
3. The Staff Service Committee Meeting No. 4/2024 held on 10th September 2024 has approved the inclusion of clinic services in the list of approved list of services (non-clinical) for Shift Working Hours. The approval is subject to the fulfilment of the Policy on Shift Working Hours currently in force including the following conditions:
 - i) Verification of current job descriptions and confirmation of shift duties extending to odd working hours, up to 10:00 p.m.; and
 - ii) Shift working hours must be a minimum of 8 hours per shift.

Subject to the above conditions, the effective date will be on 1st October 2024.

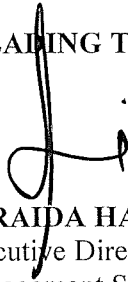
4. Details of the criteria are as outlined in the **Staff Service Circular No. 3/2024** with the inclusion of clinic services in the list of approved list of services (non-clinical) is as in *Appendix A*.



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.*

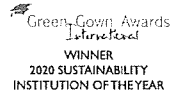
"LEADING THE WAY"



ZURAIDA HASSAN
Executive Director
Management Services Division
International Islamic University Malaysia

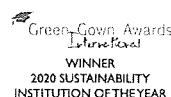
- c.c. : Rector
- : Deputy Rector (Academic and Internationalisation)
- : Deputy Rector (Research, Innovation and Development)
- : Deputy Rector (Student Development and Community Engagement)
- : Executive Director (Finance Division)
- : Campus Director, IIUM Kuantan Campus
- : Legal Adviser

ZH/WNN/AMA/nas2250



POLICY ON SHIFT WORKING HOURS

No.	Item	Description
1.	Definition	Shift Working Hours refers to a work schedule that requires a staff to be on duty during odd working hours.
2.	Approved list of services (Non-clinical)	<ul style="list-style-type: none"> i) Library services ii) Security Services iii) Hostel Management Services iv) Lab Assistant Services (Kulliyyah of Engineering) v) Drivers (IIUM Clinics) vi) IIUM Sultan Haji Ahmad Shah Mosque (including Mosque at other campuses) vii) Administrative staff (Billing Unit at Emergency Department and Operator duties at SASMEC @IIUM)* viii) Clinic Services (Administrative staff Grade H, N and W) <p>* <i>The list is not applicable to clinical staff who by nature is on shift duties.</i></p>
3.	Implementation of Working on shift	<ul style="list-style-type: none"> i) One (1) shift must be at least eight (8) working hours. ii) Rest and praying time are taken into calculation of shift allowance where the maximum of total shift hour in one (1) day/shift can be a maximum of twelve (12) hours, provided that the average number of shift working hours over any period of three (3) weeks does not exceed forty-five (45) hours per week. iii) For KCDIOM that provide twenty four (24) hours services, such as OSEM, ISC, or SASMEC, three (3) shifts system is recommended. Other KCDIOM that do not provide 24 hours service, two (2) shifts system is recommended. iv) Staff is not allowed in shift duties for more than 12 hours in a day, and no two (2) shifts duties are allowed in a day. v) Staff whose normal working hours are based on Flexible Working Hours are not entitled to claim for shift allowance.



WINNER
2020 SUSTAINABILITY
INSTITUTION OF THE YEAR



GREATER GOMBAK
REGIONAL OFFICE OF HUMAN
RESOURCES DEVELOPMENT
AND TRAINING
KUALA LUMPUR



No.	Item	Description																				
4.	Rate of Shift Allowance	<p>i) Rate</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Type of shift</th> <th>Working hours</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td rowspan="3">1</td> <td rowspan="3">Weekday</td> <td>Day - Any 8 hours shift which fall within 7.01 am – 7.00 pm</td> <td>RM5.00</td> </tr> <tr> <td>Evening - Any 8 hours shift which fall within 7.01 pm – 11.00 pm</td> <td>RM7.00</td> </tr> <tr> <td>Night - Any 8 hours shift which fall within 11.01 pm – 7.00 am</td> <td>RM10.00</td> </tr> <tr> <td>2</td> <td>Saturday shift</td> <td>Any 8 hours shift done on Saturday</td> <td>RM10.00</td> </tr> <tr> <td>3</td> <td>Sunday Shift</td> <td>Any 8 hours shift done on Sunday</td> <td>RM10.00</td> </tr> </tbody> </table> <p>* <i>Shift Allowance is not applicable for scheme of service under clinical receiving the Critical Service Allowance.</i></p> <p>ii) In the case of a staff who is assigned eight (8) hours shift duty which falls under two (2) or more types of shift during weekdays, the shift allowance is calculated proportionately using the following formula:</p> <p>Shift allowance =</p> $\begin{aligned} & \text{Number of hours worked} \quad \times \quad \frac{\text{Day shift rate}}{8 \text{ hours}} \quad + \\ & \text{Number of hours worked} \quad \times \quad \frac{\text{Evening shift rate}}{8 \text{ hours}} \quad + \\ & \text{Number of hours worked} \quad \times \quad \frac{\text{Night shift rate}}{8 \text{ hours}} \end{aligned}$	No.	Type of shift	Working hours	Rate	1	Weekday	Day - Any 8 hours shift which fall within 7.01 am – 7.00 pm	RM5.00	Evening - Any 8 hours shift which fall within 7.01 pm – 11.00 pm	RM7.00	Night - Any 8 hours shift which fall within 11.01 pm – 7.00 am	RM10.00	2	Saturday shift	Any 8 hours shift done on Saturday	RM10.00	3	Sunday Shift	Any 8 hours shift done on Sunday	RM10.00
No.	Type of shift	Working hours	Rate																			
1	Weekday	Day - Any 8 hours shift which fall within 7.01 am – 7.00 pm	RM5.00																			
		Evening - Any 8 hours shift which fall within 7.01 pm – 11.00 pm	RM7.00																			
		Night - Any 8 hours shift which fall within 11.01 pm – 7.00 am	RM10.00																			
2	Saturday shift	Any 8 hours shift done on Saturday	RM10.00																			
3	Sunday Shift	Any 8 hours shift done on Sunday	RM10.00																			
5.	Claim	Claim of shift allowance must be submitted to the Payroll & Financial Services Unit of MSD within a period of one (1) month of completed month shift duties performed.																				

Secretariat
Staff Service Committee
Management Services Division
10.09.2024

