



Our Ref. : IIUM/202/4/1
Date : 5th March 2026

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

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

Assalamualaikum Warahmatullahi Wabarakatuh

STAFF SERVICE CIRCULAR NO. 08/2026

POLICY ON RESIGNATION AND SHORTENING OF CONTRACT

- Inclusion of a Waiver of Payment of one (1) Month's Salary in lieu of Notice for Approved Shortening of Notice Period

1. OBJECTIVE

The objective of this circular is to notify all Deans/Directors of the Kulliyahs / Centres / Divisions / Institutes / Offices / Mahallahs pertaining to the inclusion of a waiver of payment of one (1) month's salary in lieu of notice for approved shortening of notice period under the policy on resignation and shortening of contract.

2. BACKGROUND

2.1 The Policy on Resignation and Shortening of Contract, endorsed by the Staff Service Committee (SSC) in meeting No. 2/2015 held on 11th May 2015, stipulates that:

- a) A staff member who resigns is required to serve the full notice period as stated in the Terms and Conditions of appointment.
- b) If the staff member fails to serve the required notice, the University shall impose payment of one (1) month's salary in lieu of notice.



- c) The University may allow the period of resignation notice of any officer to be shortened on any of the following grounds:
- i) An officer is offered to hold any position in a public service of a state, statutory authority, local authority or a company in which the government has an interest.
 - ii) The officer or his spouse, child or parent of the officer is suffering from health problem.
 - iii) The officer is attending course or training.
 - iv) Any other ground approved by relevant approving authority in charge of human resource management.

2.2 Under the current Terms and Conditions of contract employment, staff who intend to resign from the University or shorten the contract are required to provide a notice period as follows:

No.	Employment Status	Notice
1.	Permanent and confirmed in service	3 months
2.	Permanent and not confirmed in service	1 month
3.	Contract (including 'Contract to Permanent')	3 months

2.3 The current University policy as provided under item 2.1 above was established in the spirit of the Government Service Circular No.1/2015 on '*Dasar dan Prosedur Pelepasan Jawatan dan Peletakan Jawatan*'. However, while the Government circular includes waiver of one (1) month's salary in lieu of notice for approved shortening of notice period, this provision has not been included in the University's policy. The comparison is as follows:

Item	Government Service Circular No. 1/2015	IIUM Policy on Resignation and Shortening of Contract
Policy	Notice Period for Resignation <i>Reference: 8 (a) – 8 (g)</i>	Adopted.
	Conditions for Considering Application to Shorten Notice Period <i>Reference: 8 (h)</i>	Adopted.
Procedure	Procedure for resignation <i>Reference: 10 (a)</i>	Adopted.
	Verification of Resignation Notice Period and Payment in Lieu of Notice	Adopted.

Item	Government Service Circular No. 1/2015	IIUM Policy on Resignation and Shortening of Contract
	<p><i>Reference: Item 10 (b)</i> <i>Ketua Jabatan hendaklah menyemak sama ada tempoh notis peletakan jawatan pegawai menepati tempoh notis yang ditetapkan. Tempoh notis bermula dari tarikh yang dinyatakan dalam notis yang dikemukakan kepada Ketua Jabatan sehingga tarikh kuat kuasa peletakan jawatan.</i></p> <p><i>Sekiranya notis peletakan jawatan tidak menepati tempoh tersebut, Ketua Jabatan hendaklah menuntut bayaran sebulan gaji sebagai ganti notis kecuali bagi pegawai yang diluluskan pemendekan tempoh notis;</i></p>	<p>Waiver of one (1) month's salary in lieu of notice for approved shortening of notice period was not included.</p>

- 2.4 To ensure alignment with the Government Circular No. 1/2015, it is necessary to include a waiver of one (1) month's salary in lieu of notice for approved shortening of notice period under the University's policy on resignation and shortening of contract, which reads as follows:

“An officer who wishes to resign shall submit a written notice to the Management Services Division according to the notice period as stated in the Terms and Conditions of appointment or paying the IIUM the equivalent of one (1) month's salary in lieu of notice, except for staff who have been granted approval for shortening of the notice period.”

3. DECISION

- 3.1 The Staff Service Committee (SSC) Meeting No. 3/2025 held 7th October 2025 decided as follows:-
- i) Approved the inclusion of a waiver of payment of one (1) month's salary in lieu of notice for approved shortening of notice period under the policy on resignation and shortening of contract as provided in item 2.4 above.
 - ii) The effective date of implementation will take effect retrospectively.
- 3.2 Detail of the shortening of notice period under the policy on resignation and shortening of contract are provided as in **Appendix A**.
- 3.3 With the issuance of this circular, the MSD General Circular No. 2/1998, MSD General Circular No. 1/1999, MSD General Circular No. 7/1999 are superseded.

All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyahs/Centres/Divisions/Institutes/Offices/Mahallahs.

Thank you. *Wassalam.*

"LEADING THE WAY"



WAN NAJIHAH NURASHIKIN BT. WAN ABDULLAH
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

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POLICY ON RESIGNATION AND SHORTENING OF CONTRACT

No.	Item	Description												
1.	Eligibility	This policy on resignation and shortening of contract is applicable to all academic and administrative staff appointed by IIUM.												
2.	Duration of notice	<p>i) Resignation</p> <p>Subject to the Terms and Conditions of Appointment, a staff member is required to submit a written letter of resignation by giving the full notice period or by paying IIUM an amount equivalent to one (1) month's salary in lieu of notice.</p> <p>ii) Shortening of contract</p> <p>Subject to the Terms and Conditions of Appointment, a staff member is required to submit a written letter of shortening of contract by giving the full notice period or by paying IIUM an amount equivalent to one (1) month's salary in lieu of notice.</p> <p>iii) The required notice period is as follows:-</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Employment Status</th> <th>Notice period</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Permanent and confirmed in service</td> <td>3 months</td> </tr> <tr> <td>2.</td> <td>Permanent and not confirmed in service</td> <td>1 month</td> </tr> <tr> <td>3.</td> <td>Contract (including 'Contract to Permanent')</td> <td>3 months</td> </tr> </tbody> </table>	No.	Employment Status	Notice period	1.	Permanent and confirmed in service	3 months	2.	Permanent and not confirmed in service	1 month	3.	Contract (including 'Contract to Permanent')	3 months
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1.	Permanent and confirmed in service	3 months												
2.	Permanent and not confirmed in service	1 month												
3.	Contract (including 'Contract to Permanent')	3 months												
3.	Procedure	<p>i) A staff member who wishes to resign/shorten the contract shall submit a written notice to the Management Services Division according to notice period as stated in Terms and Conditions of Appointment or paying the IIUM the equivalent of one (1) month's salary in lieu of notice.</p> <p>ii) Salary in IIUM refers to basic salary and fixed allowance only.</p> <p>iii) Every resignation/shortening of contract shall take effect on the following day on which the period of notice given by the staff member expires.</p>												

No.	Item	Description
		<p>iv) The resignation/shortening of contract, which has come into effect shall not be withdrawn.</p> <p>v) For the purpose of resignation/shortening of contract, unpaid leave could be considered as notice period.</p> <p>vi) For resignation / shortening of contract, approval is not required. However, service statement will be updated and acceptance letter signed by the Director in charge of human recourse management will be submitted to the respective staff member.</p>
4.	Shortening of notice period	<p>i) The University may allow the notice period of resignation/shortening of contract of any staff member to be shortened, on any of the following grounds:</p> <p>a) The staff is offered to hold any position in a public service of a state, statutory authority, local authority or a company in which the government has an interest.</p> <p>b) The staff or his spouse, child or parent of the staff is suffering from health problem.</p> <p>c) The staff is attending course or training.</p> <p>d) Any other ground approved by relevant approving authority in charge of human resource management.</p> <p>ii) A waiver of payment of one (1) month's salary in lieu of notice may be considered for approved shortening of notice period.</p>
5.	Benefits	<p>i) The eligibility of annual leave and last drawn salary shall be proportionate up to the date of the resignation/shortening of contract.</p> <p>ii) The last drawn salary will be suspended and will be released upon receiving the clearance form.</p>

Staff Service Committee No. 3/2025
Management Services Division
07.10.2025