

Our Ref. : IIUM/202/4/1  
Date : 5<sup>th</sup> 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. 01/2026

#### AIR PASSAGE PRIVILEGE FOR IIUM STAFF FROM SABAH AND SARAWAK

#### 1. OBJECTIVE

The objective of this circular is to notify all Deans/Directors of the Kulliyahs / Centres / Divisions / Institutes / Offices / Mahallahs pertaining to the air passage privilege for IIUM staff from Sabah and Sarawak.

#### 2. BACKGROUND

- 2.1 Through the Government Service Circular No. 1 Year 2024 on the implementation of *Sistem Saraan Perkhidmatan Awam* (SSPA) for Federal Public Service Officers, the Government has agreed to provide targeted travel fare assistance to officers serving in a different region from where their parents reside, for the purpose of visiting them. This targeted provision aims to optimise government spending based on actual travel assistance needs while enhancing the well-being of the officers.
- 2.2 The University has adopted SSPA with modifications, effective from 1<sup>st</sup> December 2024.
- 2.3 Following the implementation of SSPA, the Government issued the *Pekeliling Perkhidmatan Sumber Manusia 'Kemudahan Tambang Antara Wilayah' Versi 1.0* (2024), which supersedes previous circulars. The implementation of this circular is structured into three (3) parts:



- a) SR.6.1.1: Home Visit Passage (Tambang Ziarah Wilayah)
- b) SR.6.2.1: Compassionate Passage (Tambang Ihsan Wilayah)
- c) SR.6.3.1: Funeral Escort Fare and Goods Transfer Fare (Tambang Mengiringi Jenazah dan Mengurus Pindahan Barang Antara Wilayah)

2.4 The University first adopted the Government Circular No. 6/1987 on '*Elaun-Elaun dan Kemudahan – Kemudahan Bagi Pegawai – Pegawai yang Bertukar Wilayah*' via Service Circular No. 2/2002. This policy was later revised with the adoption of the Government Service Circular No. 22/2008 on '*Kemudahan Tambang Mengunjungi Wilayah Asal Bagi Pegawai yang Bertukar Wilayah*', which was approved in the Staff Service Board Meeting No. 4/2009.

2.5 While the Government Service Circular No. 22/2008 recognises Sabah, Sarawak, and Labuan as home regions, IIUM's adoption of the circular **applies only to staff from Sabah and Sarawak, excluding Labuan.**

2.6 The differences between the existing policy adopted by IIUM based on the Government Service Circular No. 22/2008 and the new policy i.e. Government Service Circular SR.6/2024 are as follows:

No.	Key Item	Government Service Circular No. 22/2008 adopted by IIUM in 2009	Pekeliling Perkhidmatan Sumber Manusia 'Kemudahan Tambang Antara Wilayah' Versi 1.0 (2024)
1.	Eligibility Period	Based on year of service from the officer's date of reporting for duty.	Based on calendar year (January to December) for all officers.
2.	Frequency	One (1) return passage per year of service.	One (1) return passage per calendar year.
3.	Unused Privilege	Lapsed if not used within the service year; cannot be carried forward.	Lapsed automatically at year-end; cannot be carried forward.
4.	Minimum Service Before First Use	Six (6) months after reporting for duty in the service region.	Unchanged.
5.	Declaration Requirement	Staff must declare their home region once and recorded in the service statement.	Unchanged.
6.	Dependants' Eligibility	Spouse entitled to officer's class; children economy class.	Unchanged.

No.	Key Item	Government Service Circular No. 22/2008 adopted by IIUM in 2009	Pekeliling Perkhidmatan Sumber Manusia 'Kemudahan Tambang Antara Wilayah' Versi 1.0 (2024)
7.	Special Provisions	Unmarried officer returning home for marriage may claim spouse's return passage.	Unchanged.
8.	Critical Illness / Death of Parents	Not clearly provided.	Explicitly provided under SR.6.2.1 (2024). One claim per individual parent /parent-in-law (maximum 4 times)
9.	Funeral Escort Fare and Goods Transfer Fare	Covered under previous rules but less standardised.	Explicitly provided under SR.6.3.1 (2024) with clear conditions and entitlement.
10.	Airline Requirement	Malaysia Airlines (MAS) or other airlines approved by the Government	Airlines approved by the Government (not limited to MAS).
11.	Fare Coverage	Ticket price, airport taxes, insurance, surcharge. Other costs borne by the officer.	Unchanged.

2.7 As of 8<sup>th</sup> September 2025, based on National Registration Identity Card (NRIC) records, 115 staff originate from Sabah and Sarawak, while 3 staff originate from Labuan, representing 2.07% of IIUM's 5,707 Malaysian staff.

### 3. DECISION

3.1 The Staff Service Committee (SSC) Meeting No. 3/2025 held on 7<sup>th</sup> October 2025 decided as follows:-

- i) Approved the revised air passage privilege for IIUM staff from Sabah and Sarawak to visit their home region in line with the *Pekeliling Perkhidmatan Sumber Manusia 'Kemudahan Tambang Antara Wilayah' Versi 1.0 (2024)*. Details are as provided in *Appendix A*.

- ii) The effective date of implementation of the revised air passage privilege is **7<sup>th</sup> October 2025**, i.e. the date of the SSC meeting No. 3/2025 which endorsed the decision.

3.2 With the implementation of the above policy, the MSD Service Circular No. 2/2002 and existing policy adopted by IIUM based on the Government Service Circular No. 22/2008, 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

*WNN/KAA/AMA/ias2250*

## AIR PASSAGE PRIVILEGE FOR IUM STAFF FROM SABAH AND SARAWAK

## 1. DEFINITIONS

No.	Term	Definitions
1.	Officer	A Federal Public Service Officer appointed on a permanent, temporary, or contract (contract of service) basis.
2.	Officer's family	The officer's spouse and children under the age of 21 who are still dependants, including legally adopted and stepchildren. However, for children who are permanently mentally or physically disabled and unable to support themselves, the age limit does not apply.
3.	Parents	Biological, step, or legally adopted parents.
4.	Spouse	A wife or husband of the officer, legally recognised under Malaysian law.
5.	Next of kin	The officer's mother, father, siblings, or close relatives.
6.	Major city	a) Labuan, for the Federal Territory of Labuan; or b) Any location with access to an airport, including airstrips in Sabah and Sarawak.
7.	State capital	Kuala Lumpur, Putrajaya, or the state capitals in Peninsular Malaysia.
8.	Region	Peninsular Malaysia, Sarawak, Sabah, and Labuan.
9.	Region of service	The region where the officer is stationed and resides.

## 2. SR.6.1.1 - HOME VISIT PASSAGE (TAMBANG ZIARAH WILAYAH)

No.	Item	Details
1.	Introduction	a) Granted to officers serving in a region different from their parents' region of residence for the purpose of visiting them. b) Parents' region of residence including Labuan, Sabah and Sarawak.

No.	Item	Details
2.	Conditions	<p>An officer who has declared the parents' region of residence is eligible for this facility, subject to the prescribed conditions:</p> <ul style="list-style-type: none"> <li>a) The officer's region of service must be different from the parents' declared region of residence.</li> <li>b) Must not be subjected to disciplinary action in the year of eligibility.</li> <li>c) Eligibility shall apply only to officers whose latest performance appraisal score is not less than 75%.</li> <li>d) Must have served for six months from the date of reporting in a service area that is different from the declared parental residence, for first-time eligibility.</li> </ul>
3.	Eligibility	<ul style="list-style-type: none"> <li>a) Family members residing with the officer in the region of service. <ul style="list-style-type: none"> <li>i) The officer and family members are provided with return airfare from the officer's residence in the region of service to the state capital or major city in the declared parents' place of residence.</li> <li>ii) The officer and family members may also be provided with airfare to visit parents residing in a region other than the declared parents' place of residence, provided the fare is equal to or lower than the fare to the declared residence. If the fare is higher, the difference shall be borne by the officer.</li> <li>iii) In the event that both the officer and the spouse are eligible recipients of this facility: <ul style="list-style-type: none"> <li>a) only one of them may utilise the passage facility to bring family members to visit their parents in the declared place of residence; and</li> <li>b) the spouse may utilise the facility at the single (bujang) rate once in a calendar year.</li> </ul> </li> </ul> </li> <li>b) Family members not residing with the officer in the region of service. <ul style="list-style-type: none"> <li>i) Family members of the officer who do not reside with the officer in the region of service may be provided with airfare:</li> </ul> </li> </ul>

No.	Item	Details
		<ul style="list-style-type: none"> <li>a) from the declared parents' place of residence to the officer's region of service; or</li> <li>b) from another region (other than the declared parents' place of residence) to the officer's region of service, provided the fare is equal to or lower than the fare to the declared residence. If the fare is higher, the difference shall be borne by the officer.</li> </ul> <ul style="list-style-type: none"> <li>ii) The officer may also be provided with airfare to visit family members residing in: <ul style="list-style-type: none"> <li>a) the declared parents' place of residence; or</li> <li>b) another region, provided the fare is equal to or lower than the fare to the declared residence. If the fare is higher, the difference shall be borne by the officer.</li> </ul> </li> </ul> <p>c) Unmarried Officer</p> <ul style="list-style-type: none"> <li>i) The officer is provided with a return airfare facility from the officer's residence in the region of service to the state capital or major city in: <ul style="list-style-type: none"> <li>a) the declared parents' place of residence; or</li> <li>b) another region, provided the fare is equal to or lower than the fare to the declared residence. If the fare is higher, the difference shall be borne by the officer.</li> </ul> </li> <li>ii) An unmarried officer who returns to the declared parents' place of residence for marriage using this facility may also be provided with airfare to bring the spouse to the officer's region of service.</li> </ul> <p>d) Parent(s) has/ have passed Away</p> <p>For officers whose parents have passed away and the funeral is conducted in a region different from the officer's region of service, the officer is eligible for this facility under the following conditions:</p> <ul style="list-style-type: none"> <li>i) Parents passed away before the officer declared the parents' place of residence</li> </ul>

No.	Item	Details
		<p>The airfare facility is provided from the officer's residence in the region of service to the declared parents' place of residence only.</p> <p>ii) Parents passed away after the officer declared the parents' place of residence</p> <p>The airfare facility is provided from the officer's residence in the region of service either to the declared parents' place of residence or to the region where the funeral is conducted, subject to the fare being equal to or lower than the fare to the declared residence. If the fare is higher, the difference shall be borne by the officer.</p> <p>e) For officers who declare their parents as residing in separate regions, the officer is entitled to use this facility only once in that calendar year.</p>
4.	Loss of Eligibility	<p>Officers shall lose eligibility for this facility under the following circumstances:</p> <p>a) Serving in the declared parents' place of residence, or where the parents reside in the officer's region of service.</p> <p>b) Granted unpaid leave or half-pay leave exceeding 180 days in a calendar year. If the officer has already used this facility prior to the approval of such leave, the officer shall not be eligible to use the facility in the following year.</p> <p>c) Found guilty of a disciplinary offence at any time within a calendar year. If the officer has already used this facility prior to the disciplinary decision, the officer shall not be eligible to use the facility in the following year.</p> <p>d) Provided with a Homecoming Allowance (Elaun Balik Kampung) or similar benefit and has utilised the related travel entitlement. However, if the officer's spouse is an eligible recipient of this facility, the spouse may still use it at the single rate within the same calendar year.</p>
5.	Frequency of Usage	<p>This facility is provided <b>once in each calendar year</b>. Any unused entitlement within the calendar year will lapse and cannot be carried forward to the following year.</p>

No.	Item	Details
6.	Rate	<p>a) The entitlement rate is equivalent to the nearest round-trip airfare from the officer's place of residence in the region of service to the state capital or major city in the declared parents' place of residence. The rate is determined based on the current market price of airline tickets.</p> <p>b) Officers may also use other suitable air, land, or sea routes, provided the fare is equal to or lower than the prescribed rate.</p> <p>c) Officers must use the airline services approved by the Government from time to time (Not limited to Malaysia Airlines)</p> <p>d) The officer's spouse may be provided airfare entitlement according to the officer's eligibility, while the airfare entitlement for the officer's children shall be based on Economy Class.</p>

3) **SR.6.2.1 - COMPASSIONATE PASSAGE (TAMBANG IHSAN WILAYAH)**

No.	Item	Details
1.	Introduction	Granted to officers serving in a region different from their parents' place of residence for the purpose of visiting them.
2.	Eligibility	<p>a) Limited to the officer only, in accordance with the prescribed airfare eligibility.</p> <p>b) Granted to the officer for the purpose of visiting parents or parents-in-law who are critically ill or deceased, limited to one (1) claim per individual (parents and parents-in-law), with a maximum of four (4) claims throughout the officer's service.</p> <p>c) A return airfare facility is provided from the officer's place of residence in the region of service to the state capital or major city in the declared parents' place of residence, or to any other region, subject to the fare being equal to or lower than the fare to the declared parents' place of residence. If the fare is higher, the difference shall be borne by the officer.</p>

No.	Item	Details
		<p>d) The officer's spouse and children who do not reside with the officer in the region of service may use this facility to visit the officer in the event of critical illness, provided that the flight facility has never been used for the purpose of relocation to the officer's duty station. Usage is limited to once during the officer's service period in that region. The facility is based on Economy Class airfare and subject to the fare being equal to or lower than the fare from the declared parents' place of residence. If the fare is higher, the difference shall be borne by the officer.</p> <p>e) Applications to visit critically ill or terminally ill parents or parents-in-law must be accompanied by either:</p> <p>i) certification by a Medical Officer / Medical Practitioner / Village Head (PENGHULU / KETUA KAMPUNG) confirming the condition of the parent(s) or the officer; or</p> <p>ii) a declaration by the officer, endorsed by the Head of Department.</p> <p>f) Applications for this facility to visit deceased parents or parents-in-law must be accompanied by a copy of the relevant Death Certificate.</p>

4) **SR.6.3.1 - FUNERAL ESCORT FARE AND GOODS TRANSFER FARE (TAMBANG MENGIRINGI JENAZAH DAN MENGURUS PEMINDAHAN BARANG ANTARA WILAYAH)**

No.	Item	Details
1.	Introduction	Granted to officers serving in a region different from their parents' place of residence.
2.	Eligibility	<p>a) Death of Officer In the event of the officer's death, airfare is provided to the officer's family members to accompany the remains to the place of funeral rites or burial, either in the declared parents' place of residence or any other region.</p> <p>b) Death of Officer's Family In the event of the death of an officer's family member in the region of service, the officer and the officer's family members are provided with airfare to accompany the remains to the burial or funeral site, limited to within</p>

No.	Item	Details
		<p>Malaysia only. Airfare is also provided for the officer and family members to return to the region of service after the funeral arrangements are completed.</p> <p>c) Death of Unmarried Officer In the event of the death of an unmarried officer, one next of kin is provided with return airfare to accompany the officer's remains to the place of funeral rites or burial, either in the declared parents' place of residence or any other region.</p> <p>d) Relocation of Belongings Return transfer of belongings may be granted to the officer's spouse, a family member, or next of kin to manage the relocation of the officer's belongings from the region of service to the declared parents' place of residence, or to any other region, provided that the fare is equal to or lower than the fare to the declared parents' place of residence.</p> <p>e) Airfare Entitlement The airfare entitlement for the officer, spouse, and next of kin shall follow the officer's prescribed airfare eligibility, while the airfare entitlement for the officer's children shall be based on Economy Class.</p>

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