

(Company No. 101067-P)

الجامعة الإسلامية العالمية ماليزيا  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
يُؤَيِّدُ بَرَسِيَّتِي إِسْلَامِيَّةً أَنْتَارَ إِخْتِيَابًا مَلِيْسِيَّةً

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OFFICE OF THE EXECUTIVE DIRECTOR  
MANAGEMENT SERVICES DIVISION

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Our Reference: IIUM/202/4/1  
(Rujukan Kami)

Date:  
(Tarikh)

10 Sep 2007

All Deans/Directors/Chief Librarian  
Kulliyahs/Divisions/Centres/Library  
International Islamic University Malaysia

Dear Y. Bhg. Dato'/Prof./Dr./Sr./Madam

*Assalamualaikum wa rahmatullahi wa barakatuh*

**SERVICE CIRCULAR NO. 5/2007  
MANAGEMENT SERVICES DIVISION**

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**NEW RETIREMENT BENEFIT FOR  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA (IIUM) RETIREES**

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**1. OBJECTIVE**

The objective of this circular is to inform all Deans/Directors/Chief Librarian of the Kulliyahs/Divisions/Centres/Library pertaining to the new retirement benefit for IIUM retirees.

**2. BACKGROUND**

2.1 At present, IIUM permanent staff would be getting the following benefits upon their retirement:

2.1.1 Retirement Benefit Fund (RBF)

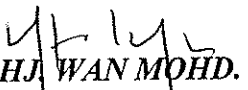
2.1.2 Medical treatment at the IIUM Health and Wellness Centres.

2.2 Proposal to improve the retirement benefit for IIUM staff members was tabled in numbers of *Majlis* meetings upon recommendations from the Staff Service Board.

3. **DECISION**

- 3.1 The Majlis Meeting No. 76 held on 30th June 2007 agreed to endorse the recommendations of the Staff Service Board Meeting No. 2/2007 held on 13th June 2007 on additional benefit to be provided to IIUM retirees, which includes the payment of ***Service Gratuity***.
- 3.2 Details of the benefit are as per attached policy.
- 3.3 The effective date of the implementation of this policy is for IIUM permanent staff who retire beginning from 1st January 2007.

Thank you. *Wassalam*.

  
**HJ WAN MOHD. HILMI BIN WAN KAMAL**  
Executive Director  
Management Services Division

- c.c. : Rector
- : Deputy Rector (Academic and Research)
- : Deputy Rector (Internationalisation and Innovation)
- : Deputy Rector (Student Affairs and Alumni)
- : Executive Director, Finance Division

**POST RETIREMENT BENEFIT FOR IIUM RETIREES**  
**- PAYMENT OF SERVICE GRATUITY FOR PERMANENT STAFF -**

**1.0 Preamble:**

These regulations are meant for all retired staff members of IIUM who by nature of their positions are deemed qualified to be eligible for the benefit of the scheme. The regulations may be amended from time to time by the University.

**2.0 Definitions:**

- 2.1 "Staff" shall mean any full-time permanent employee of IIUM
- 2.2 "Compulsory Retirement age" shall mean maximum retirement age adopted by the University.
- 2.3 "Service" shall mean employment with IIUM excluding any unpaid leave taken.
- 2.4 "Salary" shall mean the monthly basic salary.

**3.0 Service Gratuity (lump sum payment) for IIUM staff who retires upon reaching retirement age**

- 3.1 The rate of gratuity to be paid depends on the period of reckonable service and the last drawn salary by the staff. The formula of calculation is as follows:

*7.5% x number of months of reckonable service x last drawn basic salary.*

- 3.2 This benefit is extended to IIUM staff who retire after the age of 50 years old and have served the University for at least 10 years continuously.
- 3.3 This benefit is payable to retirees only and cannot be transferable. In the event of the staff member passed away while serving the University, his / her service gratuity entitlement would be superseded by compensation provided under the IIUM Retirement Benefit Fund.

#### **4.0 Implementation**

The effective date for the implementation of this policy is for IIUM permanent staff who retire beginning from 1st January 2007.

#### **5.0 Exemption**

The benefit is however is subject to any changes, amendment or revision made by the University from time to time.

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