



IUM/202/4/1

1st February 2018

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

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

Assalamualaikum wa rahmatullah wa barakatuh

**SERVICE CIRCULAR NO. 3/2018
MANAGEMENT SERVICES DIVISION**

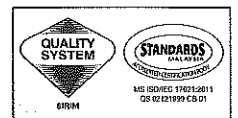
**ADOPTION OF GOVERNMENT SERVICE CIRCULAR NO. 11 YEAR 2017
ON THE IMPLEMENTATION OF AN EARLY ONE HOUR LEAVE
FOR PREGNANT WOMEN OFFICER**

1. OBJECTIVE

The objective of this circular is to inform all Deans / Directors of Kulliyah/Centre/Division/Institute/Office pertaining to the adoption of the Government Service Circular No. 5 Year 2017 on the Implementation of an Early One Hour Leave for Pregnant Woman Officer.

2. BACKGROUND

2.1 The Government through its Service Circular No. 11 Year 2017 has agreed to allow pregnant woman officer as well as her husband who are also Public Service officer to leave one-hour early from his/her official working hours.



CERTIFIED TO ISO 9001:2008
CERT. NO.: AR 3074

Garden of Knowledge and Virtue

2.2 The criteria of implementation is as follows:-

- a) Applicable to staff appointed on permanent or contract basis;
- b) Five (5) months and above or 22 weeks of pregnancy;
- c) Can be utilised at any time upon the pregnancy reaches 5 months;
- d) The benefit of leave one-hour early ends upon the last date of approval or effective date of maternity leave; whichever is earlier; and
- e) Applicable once for every pregnancy and subject to application from the staff and approval from the Head of Department.

2.3 The benefit of leave one-hour early is also extended to the husband subject to the following criteria:-

- a) Office is located at the same complex or area whereby both of husband and wife are using the same vehicle; subject to fulfilling the criteria stated in para 2.2 above; and
- b) Applicable once for every pregnancy and subject to approval from the Head of Department.

2.4 Staff is not allow to claim for overtime payment should they need to complete their main duties during their rest day or public holiday due to leave early. The Head of Department has to ensure that main tasks does not disrupt.

2.5 This benefit is not an employee's right and subject to discretion of the Head of Department. Based on the service interest, the Head of Department has the right to withdraw the approval.

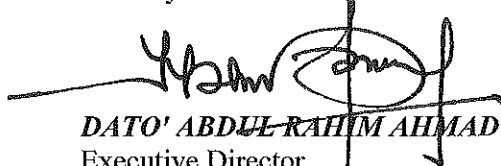
3. **DECISION**

3.1 The Staff Service Committee (SSC) Meeting No. 1/2018 held on 4th January 2018 has agreed to adopt the Government Service Circular No. 11 Year 2017 on the Implementation of an Early One Hour Leave for Pregnant Woman Officer and its implementation in IIUM upon fulfilling the criteria stated in para 2.2 and 2.3 above.

3.2 The effective date of implementation is **1st January 2018** as stated in the above said circular.

All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyah/Centre/Division/Institute/Office.

Thank you. *Wassalam*


DATO' ABDUL RAHIM AHMAD
Executive Director
Management Services Division

c.c. : Rector
: Deputy Rector (Academic and Industrial Linkages)
: Deputy Rector (Research and Innovation)
: Deputy Rector (Student Affairs and Alumni)
: Deputy Rector (Internationalization and Global Network)
: Executive Director, Finance Division
: Executive Director, Development and Planning Division
: Campus Director, IIUM Kuantan Campus
: Legal Adviser

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