



IIUM/202/4/1

4th May 2017

All Deans / Directors
Kulliyahs / Divisions / Centre / Institute
International Islamic University Malaysia

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

Assalamualaikum wa rahmatullah wa barakatuh

**SERVICE CIRCULAR NO. 01/2017
MANAGEMENT SERVICES DIVISION**

**ADOPTION OF THE GOVERNMENT SERVICE CIRCULAR NO. 11 YEAR 2016
ON QUARANTINE LEAVE FACILITY**

1. OBJECTIVE

The objective of this circular is to inform all Deans / Directors of Kulliyah/Centre/Division/Institute pertaining to the adoption of Government Service Circular (GSC) No. 11 Year 2016 on Quarantine Leave Facility.

2. BACKGROUND

- 2.1 The provision on Quarantine Leave is stipulated in the General Order 24 Chapter C (Leave) and is applicable in situation where staff upon returning from overseas are detained at quarantine stations by the port or airport health authorities due to outbreaks of infectious diseases or quarantined at their house by the health authorities due to outbreaks of infectious diseases.
- 2.2 The affected staff is eligible for full pay leave throughout the quarantine period in accordance with paragraph 2.1 above.
- 2.3 In 2016, the Government through the Government Service Circular No. 11 Year 2016 has agreed to extend the quarantine leave entitlement under the General Order 24 Chapter C (Leave) to staff whose children suffer from infectious diseases and must be quarantined. This is in accordance with the government's effort to strengthen the family institution particularly in the context of children health care.

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3. **DECISION**

- 3.1 The Staff Service Committee No. 1/2017 held on 21st March 2017 has approved the adoption of the Government Service Circular No. 11 Year 2016 for implementation in IIUM.
- 3.2 The implementation of the Government Service Circular No. 11 Year 2016 on Quarantine Leave Facility in IIUM is summarised below:-
- i) The criteria of eligibility are as follows:-
 - (a) Staff whose children need to be quarantined due to infectious diseases as certified by any Government or private Medical Officer may be given quarantine leave to take care of their sick children.
 - (b) Staff must be the lawful parents.
 - (c) Children include:-
 - (i) biological child;
 - (ii) step child dependents;
 - (iii) adopted child *de facto*;
 - (iv) adopted child; and
 - (v) foster child.
 - ii) The Quarantine leave facility given to the staff will be as follows:-
 - (a) The duration to be approved is limited to maximum of five (5) days for each case or for the duration as certified by any Government or private Medical Officer whichever is the lowest, not including weekly rest day, weekly holiday and public holiday; and
 - (b) With the condition that the quarantine child is:-
 - (i) Below 18 years old or if still studying is below 21 years old; and
 - (ii) Irrespective of age for child with brain disability or permanent physical disability and incapability to manage himself/herself, provided that the child suffered the brain and permanent disability before the age of 21 years old.
 - iii) The Quarantine Leave facility should be implemented as follows:-
 - (a) Staff may apply for the Quarantine Leave facility at any time during the duration certified by any Government or private Medical Officer;

(b) List of infectious diseases that can be considered for the Quarantine leave are as follows:-

- (i) Hand, Foot and Mouth Disease
- (ii) Dengue fever and Dengue Haemorrhagic Fever
- (iii) Measles
- (iv) Diphtheria
- (v) Chickenpox
- (vi) Malaria, or any amendment from time to time; and

(c) Application should be through the Head of Department and supported with the quarantine certification from any Government or private Medical Officer.

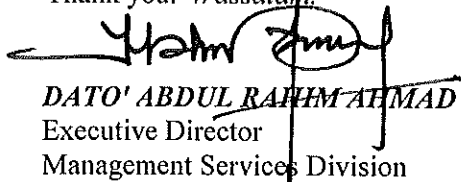
iv) Quarantine leave facility involving child under temporary custody:-

(i) Staff who are given custody of a child other than as mentioned under para 3.2 (i) (c) (i) to (v) due to the absence of the parents for any reasons for a duration of at least one (1) month, and the child needs to be quarantined while in custody, the staff can be given quarantine leave, subject to the conditions stipulated in para 3.2 (i) to (iii) above.

3.3 The effective date of implementation is **21st March 2017**, i.e. the date of SSC meeting No. 1/2017 which endorses the decision.

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

Thank you. *Wassalam.*


DATO' ABDUL RAHIM AHMAD
Executive Director
Management Services Division

- c.c. :
- : Rector
 - : Deputy Rector (Academic and Planning)
 - : Deputy Rector (Research and Innovation)
 - : Deputy Rector (Student Affairs)
 - : Deputy Rector (Internationalization & Industry and Community Relations)
 - : Executive Director, Finance Division
 - : Executive Director, Development and Planning Division
 - : Campus Director, IIUM Kuantan Campus
 - : Legal Adviser