



IIUM/202/4/1

15th April 2019

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. 05/2019
MANAGEMENT SERVICES DIVISION**

**IMPLEMENTATION OF AN EARLY ONE HOUR LEAVE
FOR PREGNANT WOMEN STAFF ON SHIFT DUTIES**

1. OBJECTIVE

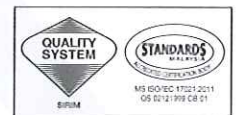
The objective of this circular is to inform all Deans/Directors of Kulliyahs/Divisions/Centres/Institutes/Offices on the implementation of an early one hour leave for pregnant women staff on shift duties.

2. BACKGROUND

2.1 The University through MSD Service Circular No. 3/2018 had adopted the Government Service Circular No. 11 Year 2017 on the Implementation of An Early One Hour Leave for Pregnant Women Staff effective from 1st January 2018. Upon fulfilling the stipulated criteria, the pregnant women staff and her husband were allowed to leave one-hour early from their official working hours.

2.2 The IIUM Medical Centre (IIUMMC) had applied for an exemption of the above circular to its pregnant women staff based on the following justifications:-

- (a) IIUM is operating based on service oriented, mainly is to provide healthcare services to patient. The circular is not entirely suit its nature of business and will affect its clinical service; and
- (b) Based on its current manpower capacity, the implementation of one-hour leave early will definitely face inordinate complications in terms of staff rostering especially for those in shift working hours.



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3. **DECISION**

3.1 The Staff Service Committee Meeting No. 1/2019 on 15th January 2019 approved the implementation of an early one hour leave for pregnant women staff on shift duties at IIUMMC as follows:-

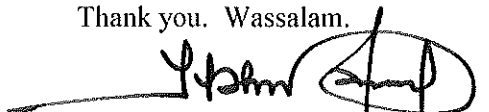
No	Description	Qualified Staff	Remarks
(a)	The qualified IIUMMC staff to be considered according to the location of their workplace and their spouse	<ul style="list-style-type: none"> - All female staff that is currently pregnant for 22 weeks and above; working normal office hours - All male staff (spouse to pregnant staff for 22 weeks and above), working normal office hours 	<ul style="list-style-type: none"> i) IIUM Kuantan Campus / IIUM Medical Centre ii) Close vicinity to IIUM Medical Centre (2km radius) i) IIUM Kuantan Campus / IIUM Medical Centre ii) Close vicinity to IIUM Medical Centre (2km radius)
(b)	IIUM Medical Centre staff who is working on shift(s)	All female staff that is pregnant for 22 weeks and above <i>(e.g. Nurse and Medical Health Assistant)</i>	<ul style="list-style-type: none"> i) All female staff in this category is not allowed to leave one (1) hour early during their shift. However, the benefit will be replaced with additional one (1) day off after finishing their shift for seven (7) days (or 7 shifts) ii) Spouse to the female staff in this category is not qualified to apply for the benefit.
(c)	IIUM Medical Centre staff who is not qualified to apply for this benefits	-	<ul style="list-style-type: none"> i) Staff that are appointed under Contract for Service ii) Contract for clinical consultant iii) Honorary Visiting Specialist iv) Consultant v) Staff who is working as part-time vi) Staff who is attending course (or following training) vii) Staff on study leave viii) Staff that in following conference holiday ix) Spouse to the pregnant staff for 22 weeks and above that is working other from locations that are stated in 3.1 (a) (ii) above

No	Description	Qualified Staff	Remarks
(d)	Additional regulations for the applications of the benefit	-	<p>i) This benefit is not the rights of the staff and their spouse</p> <p>ii) This benefit is not allowed to be carried forward, except for the service scheme shown in para 3.1 (b) above; or any service scheme that shall be identified by IIUM Medical Centre administration from time to time</p> <p>iii) Staff that provide false information, misuse the benefit or act not accordingly to this rule, can be subject to disciplinary action under IIUM Staff Rules and Regulations</p> <p>iv) At any time, IIUM Medical Centre is empowered to impose other additional condition based on IIUM Medical Centre needs and requirements.</p>

3.2 The effective date of implementation is 15th January 2019, i.e. the date of Staff Service Committee Meeting No. 1/2019.

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 Industrial Linkages)
 - : Office of Deputy Rector (Responsible Research & Innovation)
 - : Office of Deputy Rector (Student Development & Community Engagement)
 - : Deputy Rector (Internationalization & Global Network)
 - : Executive Director, Finance Division
 - : Executive Director, Development and Planning
 - : Campus Director, IIUM Kuantan Campus
 - : IIUM Legal Adviser