



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO : 03

REVISION NO : 00


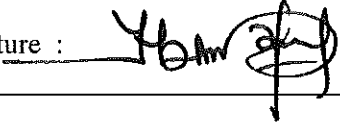
RESIGNATION/SHORTENING OF CONTRACT,
TERMINATION OF SERVICE AND OPTIONAL
RETIREMENT

EFFECTIVE DATE :
02/02/2016


DOCUMENT NO. : IUM/MSD/16

PAGE : 1/8

RESIGNATION/SHORTENING OF CONTRACT, TERMINATION OF SERVICE AND OPTIONAL RETIREMENT

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Position : Senior Assistant Director Employee Benefits and HR Relations Unit Management Services Division	Position : Executive Director Management Services Division
Date : 02/02/2016	Date : 02/02/2016

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	INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 03
		REVISION NO : 00
RESIGNATION/SHORTENING OF CONTRACT, TERMINATION OF SERVICE AND OPTIONAL RETIREMENT		EFFECTIVE DATE : 03/08/2015
DOCUMENT NO. : IIUM/MSD/16		PAGE : 2/8

1.	<p>OBJECTIVE</p> <p>To ensure that the process of resignation, shortening of contract, termination of service and optional retirement are implemented efficiently in accordance with the policies, rules and regulations.</p>
2.	<p>SCOPE</p> <p>This process is implemented by the Employee Benefits and HR Relations Unit, Management Services Division of International Islamic University Malaysia with the cooperation from K/C/D.</p>
3.	<p>DEFINITION/ABBREVIATION</p> <p><u>Definitions:</u></p> <p><i>Resignation</i> from the service is a situation where permanent staff notifies to the University to tender resignation and approved by the University authority to leave the university</p> <p><i>Shortening of Contract</i> is a situation where a contract staff notifies to the University and approved by the University authority to leave the university before completing the contract period.</p> <p><i>Termination from Services</i> is a situation when the University terminates a staff from the service due to disciplinary cases.</p> <p><i>Optional retirement</i> is a situation where a permanent staff applies for early retirement and approved by the authority to leave the University upon fulfilling the requirements.</p>



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TERMINATION OF SERVICE AND OPTIONAL
RETIREMENT

EFFECTIVE DATE : 02/02/2016

DOCUMENT NO. : IIUM/MSD/16

PAGE : 3/8


3. DEFINITION/ABBREVIATIONS

Abbreviations :

- 3.1 HOD : Head of Department
- 3.2 SAD : Senior Assistant Director
- 3.3 SAA : Senior Administrative Assistant
- 3.4 K/C/D : Kulliyah/Centre/Division


4. REFERENCES

- 4.1 IIUM Rules and Regulations
- 4.2 Relevant Government Circulars


 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 03
	REVISION NO : 00
RESIGNATION/SHORTENING OF CONTRACT, TERMINATION OF SERVICE AND OPTIONAL RETIREMENT	EFFECTIVE DATE : 02/02/2016
DOCUMENT NO. : IUM/MSD/16	PAGE : 4/8

5. RESPONSIBILITY AND DETAILED PROCEDURE


RESPONSIBILITY	DETAILED PROCEDURE
SAD / SAA	<p>5.1 Stage 1 : Receive application for resignation/shortening of contract, termination of service, optional retirement</p> <p>5.1.1 Receive notice/application/letter for resignation/shortening of contract/termination of service/optional retirement.</p> <p>5.1.2 Notify the applicant and request him/her to do clearance process</p> <p>5.1.3 Suspend his/her last drawn salary</p>
SAD / SAA	<p>5.2 Exit procedure for resignation and shortening of contract</p> <p>5.2.1 Update personal information in available system and prepare service statement.</p> <p>5.2.2 Check on notice period whether it is in accordance of terms and conditions of appointment</p> <p>5.2.3 Staff with bondage – check balance of bondage</p> <p>5.2.4 Submit the service statement and acceptance letter to the Director in charge of human resource with relevant supporting document documents</p> <p>5.2.5 Inform the staff member the acceptance of resignation/shortening of contract</p> <p>5.2.6 Forward to Office of Legal Adviser for staff with bondage and insufficient resignation/shortening of contract notice period</p> <p>5.2.7 Key in details in related payroll process upon receiving completed clearance form from staff</p>

	INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 03
		REVISION NO : 00
RESIGNATION/SHORTENING OF CONTRACT, TERMINATION OF SERVICE AND OPTIONAL RETIREMENT		EFFECTIVE DATE : 02/02/2016
DOCUMENT NO. : IIUM/MSD/16		PAGE : 5/8

RESPONSIBILITY	DETAILED PROCEDURE
SAD / SAA	<p>5.3 Exit procedure for Optional Retirement</p> <p>5.3.1 Update exit information in available system and prepare service statement.</p> <p>5.3.2 Check on service information i.e year of service, age and notice period</p> <p>5.3.3 Staff with bondage – check balance of bondage. If yes, proceed with resignation</p> <p>5.3.4 Submit the service statement and acceptance letter to the Director in charge of human resource with relevant supporting documents</p> <p>5.3.5 Inform the staff member on the acceptance of optional retirement</p> <p>5.3.6 Key in details in related payroll process upon receiving completed clearance form from staff</p> <p>5.3.7 Staff retired at the age of 40 and below 50 with minimum of 10 years of recognized service – process for golden handshake only</p> <p>5.3.8 Staff retired at the age of 50 and above with minimum of 10 years of recognized service – process for golden handshake, gratuity and Retirement benefits.</p>


 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 03
	REVISION NO : 00
RESIGNATION/SHORTENING OF CONTRACT, TERMINATION OF SERVICE AND OPTIONAL RETIREMENT	EFFECTIVE DATE : 02/02/2016
DOCUMENT NO. : IIUM/MSD/16	PAGE : 6/8

RESPONSIBILITY	DETAILED PROCEDURE
SAD/SAA	5.4 Exit procedure for Termination
	5.4.1 Update exit information in available system and prepare service statement upon receiving letter on termination
	5.4.2 Staff with bondage – check balance of bondage
	5.4.3 Submit the service statement and acceptance letter to the Director in charge of human resource with relevant supporting documents
	5.4.4 Inform the staff member on the termination
	5.4.5 Key in details in related payroll process upon receiving completed clearance form from staff
	5.4.6 Forward to Office of Legal Adviser with relevant document for legal action

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 03
	REVISION NO : 00
RESIGNATION/SHORTENING OF CONTRACT, TERMINATION OF SERVICE AND OPTIONAL RETIREMENT	EFFECTIVE DATE : 03/08/2015
DOCUMENT NO. : IIUM/MSD/16	PAGE : 7/8

6.0 QUALITY RECORDS

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Notice/application/letter of exit	7 years after staff ceased employment	Staff Personal File MSD Filing Cabinet	SAA
2.	Approved Proposal from Relevant Authority	7 years after staff ceased employment	Staff Personal File	SAA
3.	Letter to staff members	7 years after staff ceased employment	MSD Filing Cabinet	SAA

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 04
	REVISION NO : 00
RESIGNATION/SHORTENING OF CONTRACT, TERMINATION OF SERVICE AND OPTIONAL RETIREMENT	EFFECTIVE DATE : 03/08/2015
DOCUMENT NO. : IIUM/MSD/16	PAGE : 8/8

7.0 FLOW CHART

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