

(Company No. 101067-P)

الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونُسُ بَرَسِيْتِي اِسْلَامٌ اَنْبَارٌ اَبْحَسَا مَلِيْسِيَا



SIRIM
CERTIFIED TO MS ISO 9001:2000
Registration No.: AN 4007

OFFICE OF THE EXECUTIVE DIRECTOR
MANAGEMENT SERVICES DIVISION

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

Date: 22 Nov 2007
(Tarikh)

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

Dear Sir/Madam

Assalamualaikum wa rahmatullahi wa barakatuh

SERVICE CIRCULAR NO. 6/2007
MANAGEMENT SERVICES DIVISION

EXTENDED MEDICAL BENEFITS FOR
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA (IIUM) RETIREES

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 medical benefits 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 Service Gratuity

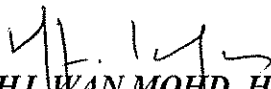
2.1.3 Medical treatment at the IIUM Health and Wellness Centres.

- 2.2 Proposal to improve the retirement benefits 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 medical benefits to be provided to IIUM retirees, which allow retirees and their spouse to seek for medical treatment at Government and University Hospitals (*except for Private Wing facilities*).
- 3.2 Details of the benefits 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

INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

POST RETIREMENT MEDICAL BENEFITS FOR IIUM RETIREES

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 benefits 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.
- 2.5 "Spouse" shall mean living wife/wives or husband to either living or deceased officer whose marriage is recognized in Malaysia as one that is valid under any written law, religion, tradition or practice.

3.0 Post Retirement Medical Benefits for IIUM staff who retires upon reaching compulsory retirement age

- 3.1 IIUM retirees who retire due to reaching compulsory retirement age reason and spouse are eligible for free medical facilities at Government hospitals.
- 3.2 Free treatment facilities at the Institut Jantung Negara Sdn. Bhd. (IJNSB) may be obtained when being referred by a Government Medical Specialist to IJNSB after receiving treatment at a Government hospital.
- 3.3 This benefit is extended to IIUM staff who retire on compulsory retirement age and have served the University for at least for 10 years.
- 3.4 However, those who are entitled for government pension scheme upon joining IIUM would not be entitled for this benefit since they would enjoying the same benefit under the government pension scheme provided by their previous organization.
- 3.5 Details of the medical benefits are as Appendix A.

4.0 Post Retirement Medical Benefit for staff who are compel to retire due to health reason:

4.1 Post Retirement Medical Benefits is given to a University staff who is compel to retire because of health reasons due to:

- (i) in the course of performing his official duty;
- (ii) contracting a disease to which he is exposed by the nature of his duty; or
- (iii) sustaining an injury due to a travel accident.

on condition the injury or disease is not contributed by negligence or misconduct of the officer.

4.2 Staff will be eligible for post retirement medical benefit when the staff being retired by the IIUM Medical Board at the age of at least 50 years old and have served IIUM for a minimum of 10 years of service. Those who are entitled with government pension scheme upon joining IIUM is not eligible for *Post Retirement Medical Benefit* provided by the University.

5.0 Medical Benefits for Spouse of Deceased Staff

5.1 Death of an Officer in Service

- a. In event the officer passed away while in service due to any reason, IIUM also extends post retirement medical benefits to the staff's spouse/s known as **Derivative Medical Benefits**.
- b. The **Derivative Medical Benefits** will be extended to the spouse if the staff passed away at least at the age of 50 years old with minimum 10 years of service. However, to be eligible for the *Derivative Medical Benefit*, the staff must not receiving medical benefits provided under the government pension scheme.

5.2 Death of an Officer in Retirement

Person/s entitled for Derivative Medical Benefits are the spouse/s.

5.3 End of Derivatives Medical Benefits

Derivative Medical Benefits would cease upon remarriage of the living spouse/s.

6.0 Implementation

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

7.0 Exemption

The benefits are however is subject to any changes, amendment or revision made by the university from time to time.

INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
POST RETIREMENT MEDICAL BENEFITS SCHEME
FOR IIUM RETIREES

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 benefits of the scheme. The regulations may be amended from time to time by the University.

2.0 Definitions:

2.1 "Retirees" is defined as follows:-

2.1.1 Retired permanent staff of IIUM:

Status of appointment is permanent and has been in service at least 10 years with IIUM and at least one of the following conditions:

2.1.1.1 Has reached the age of compulsory retirement.

2.1.1.2 Staff members who are compelled to retire due to health reason at the age of at least 50 years old.

2.2 Dependent family members are the following members of the retirees who are residing in Malaysia.

2.2.1 Spouse/s - Widow/widower of staff members who died in/after service subject to clause stated in 2.1.1.

2.2.2 Spouse/s - Wife / wives or Husband (married during service).

2.3 Treatment for retirees and dependant is restricted to Government hospitals ONLY. This facility however does not cover supply of orthopaedic aid or artificial limbs and similar equivalent medical gadgets.

2.4 "University" means International Islamic University Malaysia.

2.5 "University Clinic" refers to the Clinics established by the University at its various sites and run by the University.

2.6 The word bearing the meaning of the male gender is also applicable to female gender.

2.7 "Country" refers to Malaysia.

2.8 Special/problematic cases are defined as:-

- University procedure is not followed.
- Emergency cases and treated outside of University coverage and the bill exceeding stipulated ceiling.
- Special procedures which are necessary for saving the patients life but these are not available within the country such as certain types of bone marrow transplant, certain type of brain surgery and certain type of heart operation, etc.

3.0 Sources of Treatment and Condition of Application:

3.1 University Clinic – all eligible retirees of the University including their eligible dependants as defined.

3.2 Any Government Hospitals in Malaysia.

4.0 Emergency Cases:

Any accident of life threatening nature may be referred to the nearest competent treatment centre. If this centre happens to be a private one, the University Clinic must be informed as soon as possible for the doctors to consult the treating physician and suggest the transfer to an eligible medical centre as soon as the patient's condition permits. If the University Clinic is not informed or advised of transfer is not complied and the patient is kept further in the Private Medical Centre, the University will not bear any cost occurs.

5.0 Institut Jantung Negara (IJN):

A retiree and his/her eligible dependent may be referred to IJN by the University Clinic only in cases where the Head of the Cardiology Department of the Government Hospital certifies that such treatment is not available there and the patient needs to be referred to IJN. In such cases, full payment may be considered by the University except the ward charges which will be based on the salary. In case the above conditions are not met the University may as a special case, reimburse an amount equivalent to the Government Hospital rate.

6.0 Period of Treatment:

Any retiree, who is due to his illness, may be covered by these rules up to maximum of 90 days. Thereafter, the case may be decided by Medical Board.

7.0 Categories of Treatment Not Covered:

- A. Treatment that are not covered by the University are as follows:-
- 7.1 Treatment for cosmetic purposes and surgery
 - 7.2 Non-conventional medical treatment or procedures
 - 7.3 Alternative or unproved therapies
 - 7.4 Routine: General check-ups unless prescribed by physician of University Clinic or approved by University
 - 7.5 Appliances like orthopaedics aids, spectacles, contact lenses, artificial limb, dentures etc. unless when it is considered as treatment. Coverage on the cost will be full upon recommendation from the Government Hospital
 - 7.6 Any family planning procedures
 - 7.7 Specialist treatment for minor condition which does not endanger patients life such as skin diseases, pimples, etc.
 - 7.8 Health diet/Supplements
 - 7.9 Maternity Package
 - 7.10 Infertility
 - 7.11 Injury or diseases obtained as a result of intentional act that endanger one such as drug abuse and alcohol consumption and any other immoral activities.
- B. For pre-existing medical conditions which are chronic and/or complicated the University will refer the matter to the Medical Board with regards to the nature and the extent of the coverage.

8.0 Charges Payable by the University:

The rates payable by the retirees admitted in the Government Hospital are set out in Appendix 1, to this scheme. If a retiree or his/her spouse wish to be admitted into a ward higher than what he is eligible for, he will be required to pay all other charges in excess of the charges payable by the University to the same extent incurred by the Government Hospital.

WARD ELIGIBILITY PER DAY

Grade	Class of Ward	Rate per day
Special Grade and above; Professional and Management Group with basic salary of more than RM3138	1st class single bed room	RM10.00
Professional and Management Group with basic salary of less than RM3138 and Support Group I (Grade 27 to 40)	1st class 2-bed room	RM8.00
Support Group II (Grade 18 to 26)	1st class 3-bed room	RM6.00
Support Group III (Grade 17 and below)	2nd Class	RM3.00

As of November 2007