

# UNIVERSITI MALAYSIA SARAWAK

UNIMAS/PEND/01-104 JILID 2 (30)

5 APRIL 2018

## MATERNITY LEAVE FACILITIES FOR PUBLIC SERVICE OFFICERS

1. The purpose of this circular is to inform all staff about the implementation of the Maternity Leave Facility for Public Service Officers for up to 360 days throughout the service period, which is based on Service Circular Number 5 of 2017 issued by the Public Service Department (JPA) Malaysia on 13 December 2017 and approved by the University Board of Directors in the 82nd meeting Number 1 Year 2018 on 2 March 2018.
2. The Maternity Leave (with full salary) is implemented as follows:
  - a) Throughout the service time, maternity leave eligibility is reduced from 300 to 360 days.
  - b) Weekly rest days, weekly release rest days, and general release days are all included in the Maternity Leave period.
  - c) For each birth, the maximum term of Maternity Leave is 90 days, and the minimum necessary period of Maternity Leave is 60 days.
  - d) Officers have the option of determining Maternity Leave between 60 and 90 days for each birth.
  - e) Officers may take Maternity Leave 14 days before the expected date of delivery.

Officers with less than 60 days of Maternity Leave (full pay) remaining can take up to 90 days of Maternity Leave by:

- a) Using all remaining Paid Maternity Leave;
- b) Using Vacations; and
- c) Using Paid Maternity Leave

While the officer who has exhausted all of his Maternity Leave entitlements (with full pay) of 360 days must take Maternity Leave for 60 to 90 days with;

- a) Taking Rest Leave beginning on the date of delivery;
  - b) Taking Maternity Leave (unpaid)
3. The use of Maternity Leave (without pay) as provided in paragraphs 5 (c) and 6(b) will not affect permanent and temporary officials' entitlement to Leave Without Pay under General Order 14 Chapter C of 1974, or contract level officers' (contract of service) entitlement to Hajj Leave (without pay).

4. Officers who have given birth to a child after 22 weeks of pregnancy, whether the infant lives or dies, are entitled for Maternity Leave since their bodies have undergone physical changes that necessitate Maternity Leave for recovery.
5. Except for Tuberculosis, Leprosy, Cancer Leave, or periods when an officer is admitted to a hospital ward owing to disease other than pregnancy, Sick Leave cannot be utilized to replace pregnancy Leave. This Maternity Leave is only available to female civil service officers who are permanent, temporary, or contract (contract of service) employees of Federal, State, Senior, or Local Authorities.
6. This Administrative Circular effective on March 2, 2018.

**TEGUH BERSAMA**

Yang benar,



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