

QUESTIONS & ANSWERS
SERVICE UNIT
HUMAN RESOURCE DIVISION (HRD)

Q: If I have attended the induction course during my previous position, can I request for exemption from attending the induction course for my new position?

A: You can be exempted from attending the induction course with a condition that the attended induction course is in the same group as your current service.

Q: How to apply for the Child Care Leave and what is the eligibility?

A: Application for Child Care Leave must be made officially to the Registrar through the Head of Department. The eligibility for Child Care Leave is based on PP. No. 17/2007 whether continuously or intermittently for 1825 days.

Q: Is a contract staff eligible for unpaid leave and how about the reward payment if the leave is granted?

A: The granting of the leave is concerned to the subject whether the facility is provided in the contract that has been signed by staff. If any, and the staff has used the facility, then the calculation of the rewards shall be prorated, where the period of unpaid leave is not included in the calculation.

Q: Is a contract officer eligible for maternity leave?

A: Service circular letter Number 4 2005 explained that female contract officer (citizenship) is eligible for maternity leave for 60 days by 5 times during a period of service in the Government.

Q: When is my salary movement date?

A: In a year (January – December) there are four (4) times of normal salary movement in January, April, July and October based on your appointment date. For example:

- i. Appointment on 1st January – 31st march : Salary movement is in January
- ii. Appointment on 1st April – 30th June : Salary movement is in April
- iii. Appointment on 1st July – 30th September : Salary movement is in July
- iv. Appointment on 1st October – 31st December : Salary movement is in October

Q: How do I apply for Winter Clothes Allowance?

A: The application must be made to the Registrar through the Head of Department and this allowance is granted once in every three (3) years.

Q: I have been in the University for two years, when can I choose for pension?

A: The option will be given three (3) months earlier before the completion of three years of the staff service.

Q: Before I worked in the University, I had served in other government agency and have chosen EPF scheme, can I make changes from the EPF scheme to pension scheme?

A: Possible. Every government employees should be given EPF option again based on PP 15/2001

Q: How do I apply to go to the other agency?

A: The application must be made in written to the Registrar through the Head of Department.

Q: I want to resign because I want to serve in other government agency. What is the procedure to be followed so that my service in UPSI can be taken into account for the purposes of pension benefits?

A: Due to the different Appoint Authorities, the notice of resignation should state about the resignation and exemption with consent for taking into account the length of service in the UPSI.

Q: How can I check my service record book?

A: The Service Record Book can be seen and checked by the particular staff in Service Unit only.

Q: How is the position of seniority, promotion and annual salary movement of an officer who is on unpaid leave to follow his/her spouse?

A: According to Service Circular Number 14 Year 2005, an officer who is on unpaid leave to follow his/her spouse will:

1. Lose his/her seniority during the period of his/her unpaid leave.
2. Eligible to be considered for a promotion if the officer has fulfil all the conditions in his/her scheme of service before his/her unpaid leave has started; and
3. Eligible to receive annual salary movement signal for not more than three (3) times during his/her service.

Q: What is the condition to apply for a housing loan for the first time?

A: The condition to apply for a housing loan for the first time is the officer must be confirmed in service.

Q: When a certificate of confirmation in the service will be sent to my Head of Department?

A: A certificate of confirmation in the service will be made three times a year in January, June and December for those (non-academic staffs) who have completed all conditions of confirmation in the service. However, for those who have completed all the conditions after the specified month, they may call HRD for further action. For academic staffs, certificate of confirmation in the service will only be sent to the Head of Department after they complete all the conditions including research (they should contact the HRD after completing their research) and they will go through an interview process, chaired by the Vice Chancellor. Other panels will be the DVC (A&A), Registrar, Faculty Representative of either the Dean, Deputy Dean or Head of Department and Deputy Senior Registrar who acts as secretariat for the interview.

Q: What is the meaning of probation period? What are the implications if I were given an extension of probation with penalty?

A: When an officer went through a trial period of 1-3 years and have yet to be confirmed in the service, then a special acknowledgement must be made whether the officer is provided extension of probation without penalty or with a penalty. If the officer has been granted an extension of probation period with penalty, then:

- 1) the officer will lose his seniority within the extension
- 2) the officer is not entitled to any annual salary movement during that period
- 3) the date of his salary movement will change according to the date it is forced.

Q: What kind of house that requires a housing evaluation form?

A: Types of houses in need of a home evaluation form are: 1) House Type I – Buying a house that has been completed (not on developers) 2) House Type II – Build houses on their own land.

Q: What are my housing loan qualifications?

A: Housing loan qualifications can be checked on the Table of Malaysian Treasury Housing Loan which the qualification is based on the basic salary excluding all the allowances. You may refer to <http://bpp.treasury.gov.my>

