



# The Employment Act 1955 - Post Amendments

(Regulations and Orders & Selected Legislation)

HRD Corp Claimable (SBL-Khas)

## Objectives

Upon completion of this programme, participants will be able to:-

- Implement the amended Employment Act
- Understand the Employment Act within the context of all other laws affecting the management of labour
- Understand basics of a contract of service and its termination
- Have grasp of statutory minimum provisions on benefits and work arrangements
- Know what is permissible or not regarding the payout of wages
- Understand employer's obligations in relation to JTK and its functions

## Course Requirement

- Stable Internet Connection
- Webcam and Earphones

### **Module 1: Aims and Coverage of the Employment Act**

- Those under the EA1955 and those who are not
- Requirements on Employment of Minors, Foreign Labour and Domestic Servant and Internship
- Contract of Service, Forms and Requirements, Breaches of Contract and Termination
- Notice Period, Mandatory vs Contract, Short Notice, Indemnity and its Non-Payment
- Rights in Employment – Written & Unwritten Obligations of Employees to Employer
- Contact and interactions with JTK – what to expect and what to do

### **Module 2: Discipline and Punishment under the Employment Act**

- Misconduct
- Due Inquiry vs Domestic Inquiry
- Types of Suspension from Work
- Dismissal and Lesser Punishments Allowable
- Nature & Role of Warning within Disciplinary Actions
- Allowable Actions on Dismissed Employee
- Employee's right to appeal against punishment & consequences

### **Module 3: Understanding Wages, Payments, Payout & Deductions**

- Time of Payment
- Allowable Advances
- Allowable & Non Allowable Deductions
- Restrictions on Payment of Wages
- Wages of Contracted Labour
- Wages when a Company Winds Up

### **Module 4: Understanding the Law on Benefits and Terms of Employment**

- Limits of Normal Hours and Days of Work
- Payment for Overtime Rates on Normal Days
- Rest Days and Overtime Rates
- Public Holiday and Overtime Rates
- Annual Leave and its Administration
- Sick Leave and its Administration

- The enhanced Maternity Protection and Paternity Leave
- Salary Matters – Advance, Payment and Deduction
- Employee complaints to JTK under Section 69

### **Module 5: Meeting International Labour Standards**

- Sexual Harassment
- The New Provision on Flexible Working Arrangements
- The New Law on Forced Labour and Non-Discrimination

<b>When &amp; Where</b>	<b>Who Should Attend</b>	<b>Training Investment</b>
<p><b>17 &amp; 18 January 2024</b> (Wed &amp; Thurs) 9.00 am to 5.00 pm</p> <p><b>Remote Online Learning - Zoom</b></p>	<p>This program is designed for Managers, Assistant Managers, Executives, and Officers involved in managing people in the workplace</p>	<p><b>RM 1,300</b> per participant for 2 days (inclusive of Service Tax, Online Course Materials, and E-Certificate of Attendance)</p> <p><b>HRD Corp Claimable (SBL-Khas)</b></p>

### **Trainer's Profile**

#### **Chan Wang Tak**

##### Current:-

- Author of “400 Q&A on the Practice of Malaysian Labour Laws”
- Recognized Pakar Industry Negara by JPK Malaysia
- HR Consultant for MNCs, GLCs, SMEs
- Elected Council Member of Malaysian Inst of Human Resource Management
- Lecturer for Certified HR Manager training program
- HRDF certified trainer for HR Management and other soft skills courses
- Trains in 3 languages
- Certified RPL assessor

##### Formerly:-

- Industrial Court Panel Member
- Group HR Manager of public listed company
- HR Manager of semiconductor company
- Guest lecturer at pvt university

##### Experience:-

- Represent client at labour court

- Develop salary structure, perform salary review for clients
- Conduct TNA and HR Audit
- Review, revise HR polices and contract of service, write HR policy manual & employee handbook
- Reorganizing and re-training HR Dept for client
- Set up training department for client on turnkey handover basis.
- Negotiate collective agreement

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### **Contact Us**

**Carriera Academy Sdn Bhd**

Download our company profile [here](#)

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