



## Practical Application of the Employment Act 1955

HRD Corp Claimable (SBL-Khas)

### Objectives

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

- Understand the Employment Act within the context of all other law affecting the management of labour
- Understand basics of a contract of service and its termination
- Have grasp of statutory minimum provisions on benefits and welfare 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

### Course Content

#### **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
- Flexible Working Arrangements
- Forced Labour and Non-Discrimination

When & Where	Who Should Attend	Training Investment
<b>19 &amp; 20 June 2025</b> (Thurs & Fri) 9.00 am to 5.00 pm  <b>Remote Online Learning - Zoom</b>	This program is designed for Managers, Assistant Managers, Executives, and Officers involved in managing people in the workplace	<b>RM 1,400</b> per participant for 2 days (inclusive of Service Tax, Online Course Materials, and E-Certificate of Attendance)  <b>HRD Corp Claimable (SBL-Khas)</b>

## 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

**Register [HERE](#)**

## Other Programmes [HERE](#)



### Contact Us

#### **Carriera Academy Sdn Bhd**

Download our company profile [here](#)

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