



## **PROGRAMME OUTLINE for A PRACTICAL APPLICATION OF THE EMPLOYMENT ACT 1955 AND RELATED LAWS AND REGULATIONS**

### DAY 1

**9.00am to 10.30am**

#### Introduction

- Historical background and Employment Act inception
- Definitions & interpretations
- What is an Employee?
- EA Employees and Non EA Employees
- Scope & coverage of Employment Act 1955 & Industrial Relation Act 1967

**10.30am to 10.45am – Break**

**10.45am to 1.00pm**

#### Employment Contract

- Contract of Service
- Contract for Service
- Fixed term contract
- Deliberation on written, oral, express or implied
- Breach of Contract ~ Cases
- Employer / Employee's rights under Employment Act 1955 & Industrial Relation Act 1967

**1.00pm to 2.00pm - Lunch**

**2.00pm to 3.30pm**

#### Termination Notice

- Misconduct cases
- Retirement & effluxion of time
- Notice of termination. Effect for infringements
- Under what situations notice of termination is not required?
- Situations when employers cannot terminate
- Rate of termination / retrenchment benefits payment
- Payment date
- Termination cases ~ Case studies
- Your roles & duties as superior

**3.30pm to 3.45pm - Break**

**3.45pm to 5.00pm**

#### Wages

- Definition of wages
- Minimum Wages Act 2012
- Payments and restrictions
- Advances
- Deductions ~ lawful and unlawful



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- Limit on Deductions
- When is there no limit on deductions?
- Content of Pay Slip

## DAY 2

9.00am to 10.30am

### Special Sections

- Absenteeism ~ Sect. 15
- Employment (Termination and Lay-Off Benefits) Regulations
- Due Inquiry / Misconduct ~ Sect. 14
- Breach of Contract ~ Sect. 13
- Case Studies / ICA Analysis

10.30am to 10.45am - Break

10.45am to 1.00pm

### Working Hours and Public Holidays

- HRP and ORP
- Overtime
- Annual leaves
- Sick leaves
- Public holidays entitlement
- Meaning of compulsory and non-compulsory Public Holidays
- Can Public Holidays be replaced?
- Other types of leaves
- Computation Exercise

### Employment of Woman

- The restrictions and control
- The qualifications and requirements
- Maternity benefits & maternity leave

1.00pm to 2.00pm – Lunch

2.00pm to 3.30pm

### Latest amendment update as 2019:

- Part time employees
- Who are they and their entitlements
- Sexual Harassment
- A misconduct
- How to deal with it
- Case Studies / ICA Analysis

### Due Inquiry

- Domestic inquiry process ~ overview
- Basic requirements & Court Citations

### Offences & Penalties



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3.30pm to 3.45pm - Break

3.45pm to 5.00pm

## Claims

- Conditions that applies
- Coverage & method of filing claim

## Employment Insurance System (EIS)

- Purpose of the EIS
- Who is covered?
- Benefits

## Proposed Amendments to the Employment Act 1955

*Wrap Up followed by Questions & Answers*

