



HRD Corp Programme Number :

PROGRAMME OUTLINE for Malaysia Employment & Labour Law Compliance Training: Essential Updates for HR & Managers

DAY 1

9.00am to 9.30am

Module 1: An overview of Employment Act

- Objectives of the Employment Act
- Scope of coverage of the Employment Act
- Common Definitions of the Employment Act

9.30am to 11.00am

Module 2: Guide to Employment Act

- Categories of Employees
- Difference between Contract of Service and Contract for Service
- Terms and conditions of service
- Calculations on payment in lieu
- Managing breaches of contract

11.00am to 11.15am – Break

11.15am to 12.30pm

Module 3: Understanding Misconduct

- Meaning and Concept of Misconduct
- Types of Misconduct
- Minor and Major Misconduct
- The Exercise of Discipline- A Management Prerogative
- Principals of Domestic Inquiry
- Show Cause Inquiry
- What is Domestic Inquiry
- Principles of Natural Justice
- Managing Absenteeism
- Handling Late Comers
- Probationers – Status & Rights

12.30pm to 1.30pm - Lunch



1.30pm to 3.00pm

Module 4: Termination and Payment of Wages

- Notice period for Termination of Contract
- Computing the days and weeks of Notice Period for Termination
- Termination of Contract of Service and Reasons for Termination
- Non-Entitlement to Termination Benefits
- Dismissal without Warning and Notice
- Termination of an Employee on probation
- Termination due to Absence and how do we do it correctly
- Notice of Termination and the Balance of Annual Leave
- Payment in Lieu of Notice and Balance of Annual Leave
- Withdrawal of Employees Resignation letter

3.00pm to 3.15pm - Break

3.15pm to 5.00pm

Module 5: Handling Grievances

- Statutory requirement
- Company's grievance handling procedures
- Available channels & duration
- Informal discussion
- Principal of Natural Justice

DAY 2

9.00am to 10.00am

Module 6: Payment of Wages

- introduction
- Pay day for Employees
- The Strict Requirement to make payment of Wages through Bank
- Time limit for Wage payment on Resignation and Normal termination
- Payment on Termination without Notice by Employer
- Recovery of Overpayment of Wages
- Wages during Imprisonment, police custody, and court attendance
- Wages for incomplete month's work
- Lawful deductions of wages



10.00am to 10.15am

Module 7: Working Hours and Working at Night

- Shift arrangement
- Maximum Working hours per week
- Hours of work an important term in the contract of service. Emphasize on EA60A(9)
- Working at night
- Shift Work

10.15am to 10.30am

Module 8: Paternity Leave

- How paternity leave is computed
- Does Public Holiday include in Paternity Leave

10.30am to 10.45am - Break

10.45am to 11.15am

Module 9: Pregnancy and Maternity Protection

- How maternity leave is computed
- Conditions and Limits for Maternity Leave and Allowance
- Conditions to be Fulfilled for Maternity Allowance
- Conditions to return back to work within the Maternity Leave period
- Entitlement of Maternity Allowance upon Resignation
- Restrictions on Terminating a Pregnant Employee who is sick
- Protection of pregnant employees or if they are suffering illness arising from pregnancy

11.15am to 11.30am

Module 10: Medical Leave (EA: 60F)

- Entitlement of Sick Leave
- Entitlement of Hospitalization Leave

11.30am to 12.30pm

Module 11: Sexual Harassment

- Interpretation and application of Sexual Harassment
- Understanding the Code of Practice on the Prevention and Eradication of Sexual Harassment in the Workplace
- Complaints & Investigations of sexual harassment
- Consequences of non-compliance



WANFAH PROSPER PLT

<https://wanfahprosper.com/a-practical-application-of-the-employment-act-1955-and-related-laws-regulations/>

12.30pm to 1.30pm – Lunch

1.30pm to 2.00pm

Module 12: Flexible Working Arrangement

- Type of Flexible Working Arrangement
- Application of Flexible Working Arrangement
- Ways of implementation

2.00pm to 2.30pm

Module 13: Employment of Foreign Employee

- Employment of Foreign Employee
- Offences and Penalty for employer if do not follow
- Termination of Employment of Foreign Employee

2.30pm to 3.00pm

Module 14: Discrimination in Employment and Forced Labours

- Definition of discrimination in employment
- Definition of Forced Labour
- Offences and penalties

3.00pm to 3.15pm - Break

3.15pm to 5.00pm

Module 15: The Industrial Relation Act 1967

- Claims for wrongful dismissal
- The doctrine of estoppel
- Proposed amendments to the Industrial Relations Act 1967
- Impact of the amendments to the employer/ employee

Wrap Up followed by Questions & Answers