



EMPLOYMENT ACT 1955

Venue: **UTM, Menara Razak, Kuala Lumpur** Time: **9am-5pm**

Please choose the date:

- 11 & 12 March 2017 7 & 8 Oct 2017

COURSE OVERVIEW

The Employment Act 1955 is the principal legislation governing employment practice in Malaysia. Since the majority of employees fall under the ambit of this Act, it is imperative that the employers understand and comply with the obligations mandated by the Act.

COURSE OBJECTIVES

At this program's conclusion, participants should be able to acquire a good understanding of the Employment Act. They will then be able to apply the legal aspects of the Acts to their human resource management system and formulate policies that will enhance a more harmonious employer- employee relationship.

WHO SHOULD ATTEND

- Business owner
- HR / Admin Managers
- HR / Admin Executives
- Personal Administration
- Officers
- Anyone involve in Human Resources

COURSE CONTENT

1. The Contract of Service

- Contracts of Service are not unfettered.
- Employer's Rights and Employee's Rights.
- Employer and Employee cannot contract out of the Law.

2. Types of Contracts of Service

- Probationary, Permanent, Fixed-Term, Task Based and Part-time.
- Implications for Employers.

3. Contract of Service and Contract for Service

- Understanding the Difference.
- Implications for the Employer through 'Contract Tests'.

4. Contractors and Principals

- Liability of Principals.

5. Understanding definitions and application of key operative terms in the Act

- Employee.
- Wages, Day, Hours of Work, Normal Hours of Work.
- Ordinary Rate of Pay, Average True Days Wages.

6. Termination Simplificiter

- Notice of Termination of Contract vide Section 12.
- Termination for Wilful Breach under Section 13 (2).
- Employer's action for poor Performance and Incompetence.



EMPLOYMENT ACT 1955

Venue: **UTM, Menara Razak, Kuala Lumpur** Time: **9am-5pm**

Please choose the date:

- 11 & 12 March 2017 7 & 8 Oct 2017

7. Employee Misconduct

- Action by Employer for misconduct under Section 14 (2).
- Deemed Breach of Contract, vide application of Section 15 (2).

8. Wages

- Understanding the term Wages under Section 2 (1).

9. Application of term 'wages'

- Under the First Schedule.
- Calculation of Ordinary Rate of Pay under Part 12.
- Determining Unpaid Leave and Absence.
- Determining 'average true days' wages as per Termination and Lay Off Benefits Regulations 1980.

10. The Law on Payment of and Deductions from Wages

- Part IX of the Act.
- Maternity Leave.
- Eligibility for Maternity Protection.

11. Application of Benefits under Part 12 of the Act

- Maximum hours of work and Rest Days
- Annual Leave and Public Holidays
- Medical Leave and Hospitalization
- Employers Rights in managing the benefits

12. Employer's Obligations under Part XIII

- Powers of the Director General under Section 69
- Definition of employees extended to those earning RM5,000 and below
- Setting aside decision made by Employer under Section 14(1)
- Consequential Orders
- Employer's Right of Appeal to High Court

13. Employment Regulations 1957

- Rate of Pay
- Employer's obligations

14. Employment (Termination and Lay-Off Benefits) Regulations 1980

- Exclusions under Regulation 4
- Meaning and Application of 'Lay Off'
- Application of formula under Regulation 6

TRAINING DURATION: 2 days

REGISTRATION

To join this training, please complete the Enrollment Form as attached, scan and email to us (training@myanuar.com).

If no email available, please take a clear picture and send it to our WhatsApp number (+60173167960) or PM to Facebook Page Messenger: <http://m.me/MyAnuarSynergy>

MYANUAR SYNERGY SDN. BHD. (Company No. 1118343-U)

No. 27-1, 1st Floor, Jalan Adenium 2G/9, Pusat Perniagaan Adenium, Seksyen BB5, Bandar Baru Bukit Beruntung, 48300 Rawang, Selangor, Malaysia
Tel/Fax No: +60185858996 | Mobile No: +60173167960 | E-mail: training@myanuar.com | <http://myanuar.com> | <https://facebook.com/MyAnuarSynergy>



EMPLOYMENT ACT 1955

Venue: **UTM, Menara Razak, Kuala Lumpur** Time: **9am-5pm**

Please choose the date:

- 11 & 12 March 2017 7 & 8 Oct 2017

PAYMENT

Training fee is RM1,300 per person. It is **NOT claimable from HRDF**.

PROMOTION: Please refer to Enrollment Form on the next page.

Training fee includes:

- Certificate of attendance
- Notes
- Training materials
- Morning tea/coffee
- Lunch
- Afternoon tea/coffee

After payment made, please send us proof of payment (bank-in slip or online transfer screenshot or any receipt) to email training@myanuar.com or WhatsApp / Telegram number **+60173167960**.

OTHER INFORMATION

- Accommodation and transportation are **NOT** provided.
- Training material will be in English. Lecture & activities will be in English & Malay.
- Training methods: lecture, group discussion, presentation, role play, video and contents sharing.



EMPLOYMENT ACT 1955

Venue: **UTM, Menara Razak, Kuala Lumpur** Time: **9am-5pm**

Please choose the date:

- 11 & 12 March 2017 7 & 8 Oct 2017

ENROLLMENT FORM | To book your place on the training, please complete this enrollment form and e-mail it back to us. Your place is confirmed on receipt of the completed enrolment form. Our e-mail is **training@myanuar.com**.

NORMAL TRAINING FEE: **RM1,300 per person (NON-CLAIMABLE FROM HRDF)** includes certificate of attendance, notes, training materials, morning tea/coffee, lunch, afternoon tea/coffee.

PROMOTION:

- EARLY REGISTRATION PAYMENT:** 10% discount if payment made three weeks before the training date.
 GROUP DISCOUNT: 5% discount on 3 or more participants.

Company/Organization Name: _____

Full Address: _____

Person Making this Booking

Full Name: _____ Position: _____

E-mail: _____ Tel No: _____

Person Responsible for Invoice (if different from above)

(We will e-mail the invoice once we received this completed enrollment form)

Full Name: _____ Position: _____

E-mail: _____ Tel No: _____

Delegate(s) Details (Person attending the training)

(To register additional delegates, please complete the information on separate enrollment form)

Name: _____ Position: _____

E-Mail: _____ Mobile No: _____

Disability (if any): _____ Vegetarian: YES NO

Authorized by:

Name: _____

Position: _____

E-mail: _____

Tel No: _____

Signature: _____

Company Stamp: _____

PAYMENT TERMS AND CONDITIONS An invoice, including our banking details, will be issued once your completed registration form has been received. Full payment must be received prior to the event.

CANCELLATION AND TRANSFER POLICY Full refund for cancellations received four weeks prior to the course. A substitute delegate is welcome for delegates who have already booked and paid.

MyAnuar Synergy Sdn. Bhd. reserves the right to cancel the event, in which case delegates will be refunded in full but shall not otherwise be entitled to any compensation, costs, travel expenses, losses or damages arising from such cancellation.

EMPLOYMENT ACT 1955

Venue: **UTM, Menara Razak, Kuala Lumpur** Time: **9am-5pm**

Please choose the date:

- 11 & 12 March 2017 7 & 8 Oct 2017



ENROLLMENT FORM | To book your place on the training, please complete this enrollment form and e-mail it back to us. Your place is confirmed on receipt of the completed enrolment form. Our e-mail is training@myanuar.com.

Delegate(s) Details (Person attending the training)

Name: _____ Position: _____

E-Mail: _____ Mobile No: _____

Disability (if any): _____ Vegetarian: YES NO

Name: _____ Position: _____

E-Mail: _____ Mobile No: _____

Disability (if any): _____ Vegetarian: YES NO

Name: _____ Position: _____

E-Mail: _____ Mobile No: _____

Disability (if any): _____ Vegetarian: YES NO

Name: _____ Position: _____

E-Mail: _____ Mobile No: _____

Disability (if any): _____ Vegetarian: YES NO

Name: _____ Position: _____

E-Mail: _____ Mobile No: _____

Disability (if any): _____ Vegetarian: YES NO

Authorized by:

Name: _____

Position: _____

E-mail: _____

Tel No: _____

Signature: _____

Company Stamp: _____

PAYMENT TERMS AND CONDITIONS An invoice, including our banking details, will be issued once your completed registration form has been received. Full payment must be received prior to the event.

CANCELLATION AND TRANSFER POLICY Full refund for cancellations received four weeks prior to the course. A substitute delegate is welcome for delegates who have already booked and paid.

MyAnuar Synergy Sdn. Bhd. reserves the right to cancel the event, in which case delegates will be refunded in full but shall not otherwise be entitled to any compensation, costs, travel expenses, losses or damages arising from such cancellation.

MYANUAR SYNERGY SDN. BHD. (Company No. 1118343-U)

No. 27-1, 1st Floor, Jalan Adenium 2G/9, Pusat Perniagaan Adenium, Seksyen BB5, Bandar Baru Bukit Beruntung, 48300 Rawang, Selangor, Malaysia
Tel/Fax No: +60185858996 | Mobile No: +60173167960 | E-mail: training@myanuar.com | <http://myanuar.com> | <https://facebook.com/MyAnuarSynergy>