TRAINING OUTLINE

COURSE TITLE	Understanding the Basics of the Employment Act 1955 & Employment (Amendment)
DURATION	1 day

Introduction

The Employment Act is a fundamental law which provides minimum terms of employment to those recognised as employees under the Act. This course will address all relevant provisions which need to be understood by those who manage employees at the workplace.

The Act had been amended in 2022 and implemented on 1st January 2023. A number of changes were made which will impact Companies and the way they manage their employees under the new amendments.

Training Objective

- To equip participants with the knowledge of the new amendments and its implications
- To raise awareness of the participants on the importance of compliance with the new amendments.

Who Should Attend?

- HR managers/ assistant managers, Administrative managers, business owners, or any one involve in drafting employee handbook.

Learning Methodologies

- Interactives lectures
- group discussions
- Quiz and QnA session

Course Content

09:00AM - 05:00PM

Legislation

- Amendment of the First Schedule
- Coverage of the Amended Act
- Exclusion of the provisions of the Act for certain category of employees
- Definition of Wages
- Ordinary Rate of pay

Payment & Deductions of Wages

- Calculation of Wages for Unpaid Leave, absence due to training under National Service
- Payment of Wages by Cash/Cheque
  - Time of Payment
  - Limitation of Advances
  - Lawful Deductions
  - Mode of Payment of Wages

Contractors For Labour

- Contracts to be in writing with Contractor
- Contract to be available for inspection by JTK

Pregnancy & Maternity

- Leave & Allowance
- Termination of Pregnant Employees
- Burden on Company to proof termination for just cause

Rest Days, Hours of Work, Holidays and other Conditions of Service

- Reduction of Weekly working Hours
- Minister's power to make regulations on payment for shift work
- Overtime Work
- Shift work
  - Public Holidays/Work on Public Holidays
  - Annual Leave
- Sick Leave & Increase in Hospitalisation Leave

Paternity Leave

- Paternity Leave for Married Male employees

Foreign Workers

- Application for Foreign workers
- Notice to JTK on employment and termination of foreign workers
- Increased penalty for non-compliance

Course Content

Flexible Working Arrangement

- Application for FWA by employees
- Approval and Rejection by Employers

Discrimination In Employment

- Rights of employees to complain of discrimination
- Power of JTK to make Orders

Sexual Harassment

- Sexual Harassment Defined
- Duty to investigate
- Requirement to exhibit notice to create awareness of sexual harassment at Workplace

Forced Labour

- Force labour Defined
- Enhanced Penalty for forced labour

Presumption of Employee/Employer Relationship

- Power of JTK to presume contract of service exist between employee and employee

Power of Minister

- Minister may make Regulations regarding rest days and Flexible Work Arrangement