

Employment Act with latest Updates – Applications and Implications

12 February 2025, Wednesday
9.00am – 1.00pm
Speaker: MS SERENE YAP

Virtual
Course code: HR120225W1
Closing date: 10 February 2025

**4 CPD
HOURS**

Overview

This program is to explore the applications of Employment Act and the latest amendments and the implications in managing our Human Resources. We will also be reviewing the significant and cost effect of the latest changes to the employment laws affecting your human resource management and employee's interactions.

This workshop will be interactive with real life scenarios and industrial relations case studies and analysis.

Course Objectives

By the end of this program, participants will be able to :-

- Identify the updates and clarify any ambiguities to the Employment Laws and Regulations with the latest amendments or additions
- Explore implications to current requirements and updates and impact to your employment structure and business operations
- Explore the employer's and employee's rights and benefits
- Protect your organization's interest by understanding the effects and implications

Specific Target Market

- Human Resource Managers / Practitioners
- Department Managers / HODs
- HR Executives / Supervisors / Officers / Assistants
- HR Service Providers
- Employers / Business Owners

Methodology

- Interactive Presentation
- Industrial Court Case Studies and Analysis
- Practical exercise / Quizzes
- Questions & Answers

About the trainer: MS SERENE YAP

Serene greatest passion is to share her knowledge and insights to maintaining and increasing the professionalism and competencies of an Organization's Human Assets and to the HR Community. Her hands-on experience in the corporate world has enabled her to impart her knowledge based not only on theory but also based on her own vast working experiences which ensure that you and your employees are able to relate better and able to apply the knowledge and skills to your workplace, immediately and effectively. Serene Yap, a Human Resource Trainer and Consultant has been enthusiastically involved in all aspects of human capital development for more than 20 years. Serene holds an MBA in General Management, a certified NLP Practitioner by ISNS and a HRD Corp accredited Trainer. Her industry exposure includes construction, property development and management, retail, hospitality, manufacturing, oil and gas, and consultancy services.

During her professional career and as a trainer and consultant, many employees have attained great personal successes in their careers through her guidance, mentoring and coaching. In a similar manner, Serene envisioned to translate her KSA to enhance the competencies and professionalism of the HR Community.

List of companies benefited are Proton, Perodua, Kossan, Hartalega, Power Root, Econsave, Jaya Grocer, Mr DIY, Citylink, GDex, KPJ Health Care, Columbia Asia Hospital, Bucher Emhart Glass, A Star Glasstech, MAICSA, IFCA, NGA Human Resources, Honan, Symphony Corporate House, Davita, Broadcom, Naza Corporation, Bank Negara, Standard Chartered Bank, Petronas, Boustead Petroleum, Telekom Malaysia, ARH Jurukur Bahan, The Raintree Club, MAVCOM, KLIA, Firefly, Parex Group, Mayshowa, Massimo, Naito-Asia, Malaysia Steel Works, Amsteel, Lion Steel, MRT Corp, Multimedia University, UMPISA, Prosper Palm Oil, KL Kepong Bhd, MMC Gamuda, Lion Properties, Mutiara Hotel, Hextar, Magnum Bhd, SAINS Sarawak, Borneo Housing Mortgage Finance Bhd, Celcom Timur (Sabah), Sabah Ports, Suria Capital Holdings, etc. Serene has successfully conducted the following Consultancy projects to enhance the agility and best practices of an organization.

- HR Audit and Process Improvement
- Developing or Revision of HR Policies / SOPs / Employee Handbook
- Retrenchment Planning and Execution
- HR Department Startup and HR Team Mentoring

Over the years, Serene has developed and conducted many programs, some of which include Employment Law & Industrial Relations, Payroll Management, Applications of Employment Act, Sabah Labour Ordinance and Sarawak Labour Ordinance, Developing HR Policies, SOPs and Employee Handbook, Essential Competencies for Effective HRM, Critical HR Skills for Non-HR Managers, Behavioral-based Interview, Managing Performance, Absenteeism and Misconduct, Handling Discipline, Performance, Investigations and Domestic Inquiry, Termination without Violating the Law, HR & IR Documentations and Procedures, Human Resource and Termination Procedures within the Employment Laws, etc.

Course outlines

Employer and Employee Relationship

- Employees covered by the Employment Act 1955
- Increase of Penalty for EA Offences or non-compliance
- Contract of Service Vs Contract for Service
 - Presumption as to who is Employee & Employer
- Apprenticeship Contract
- Prohibition of Forced Labour

Wages

- Minimum Wages Order
- Calculations of Incomplete month of work
- Wage Period and Payment of Wages
- Advances and Lawful Deduction of Wages
- Employment Act 1955, Section 14 (1) & (2)
- Due Inquiry and Suspension

Public Holidays and Rest Days

- Public holiday and Rest day entitlement and payment

Work Hours

- Normal Hours of Work
- Overtime Payment and Computations
- Employment (Part-time Employees) Regulations 2010
- Flexible Work Arrangement

Employee's Leave

- Annual Leave
- No pay Leave computation
- Emergency Leave
- Sick Leave and Hospitalization

Pregnancy and Maternity Protection

- Restriction on dismissal of pregnant employee
- Maternity Leave entitlement
- Paternity Leave

Prevention and Eradication of Workplace Harassment

- Discrimination in the Workplace
- Sexual Harassment in the Workplace

Termination of Contract / Employment

- Minimum Retirement Age Act 2012
- Normal Termination of Employment
- Employment Act 1955, Section 15 (2)
- Self-termination / Abandonment of employment
- Termination and Layoff Benefits Regulations 1980

Employment Trade Dispute

- JPP (Industrial Relations Department)
- JTK (Labour Department)
- Powers of the Labour Court
 - IR Act (Amendment) 2020

WEBINAR FEE

Category	Early Bird Fee per person (RM) (applicable for participant who register and pay before 29/1/2025)	Normal Fee per person (RM)	Group Fee per person (RM)* (For 3 or more registrations from the same organization)
MAICSA Member/ Affiliate/Graduate/Student	290	340	310
Non member	440	490	460
Retired MAICSA member	170	170	170
MAICSA Member's staff***	400	400	400

Fee includes course materials in digital form and e-certificate.

Registration with HRDCorp grant, **the NORMAL FEE will apply. Discounted fee is NOT applicable.**

MAICSA Member's Staff

- ** (i) applicable to the staff of MAICSA member (Sponsoring Staff) of the same organisation and billing
- (ii) NOT entitle to any other discounts
- (iii) The Sponsoring staff must be MAICSA active member
- (iv) MAICSA Affiliate CANNOT sponsor his/her staff.

ENQUIRIES:

Email: training@maicsa.org.my

Tel: **03-2282 9276 (ext 805)**

Attention: Ms Nor Falati

- Fee is payable to **MAICSA**

PAYMENT MODE:

Online transfer

RHB Account No: 2-64-094-0000-4232

Swift Code: RHBBMYKL

Note: Bank charges for telegraphic transfer will be borne by the client.

Please email the bank-in slip/ transfer advice to training@maicsa.org.my or fax to 603-2283 4492, for our verification and record.

Individual Registration: Full payment shall be made AFTER you have done the online registration.

Company Registration: Full payment shall be made 7 days **BEFORE** the webinar.

- Access to join the webinar shall be granted only upon full payment as per the above requirement.
- **NO Letter of undertaking is accepted.**

Upon successfully registration, you are deemed to have read and accepted the terms and conditions.

TERMS & CONDITIONS FOR WEBINARS

WEBINAR ACCESS LINK

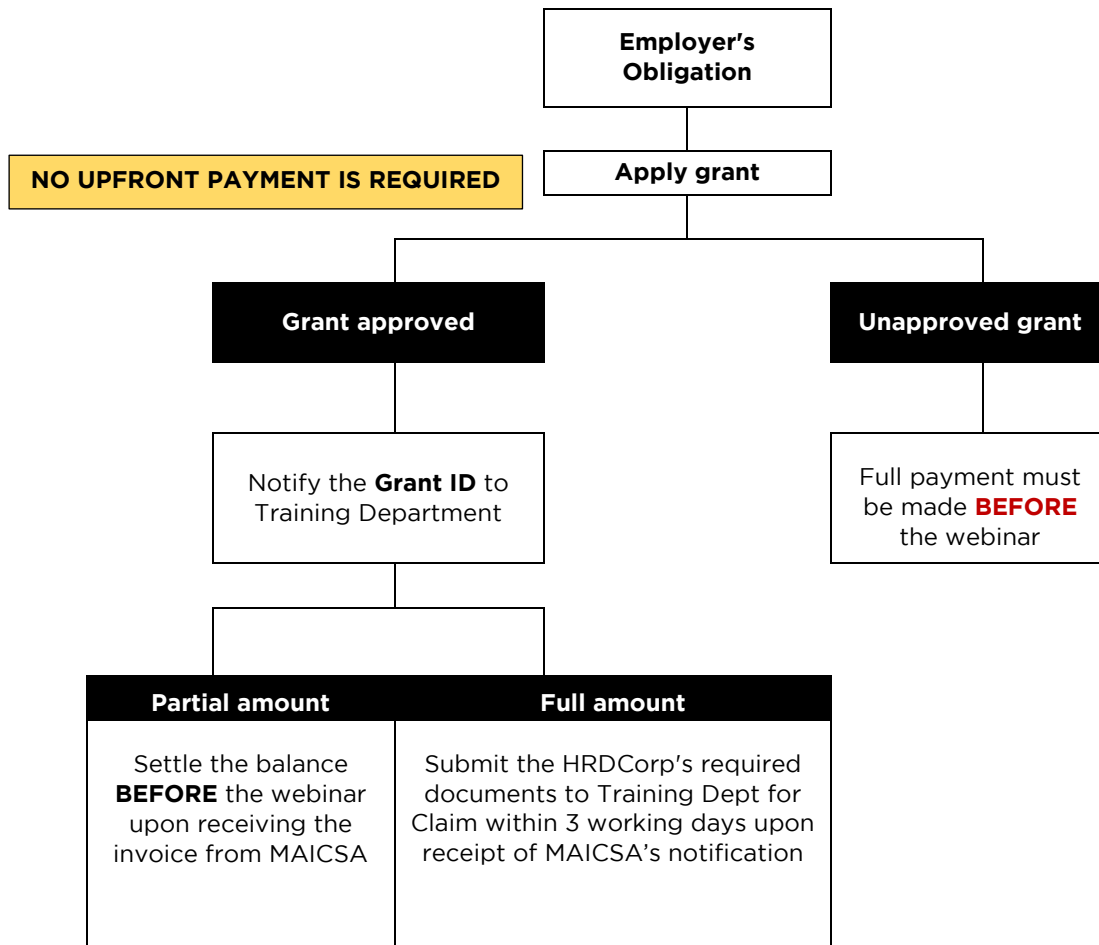
- The Access Link will be emailed at least one day before the commencement of the webinar.
- The Access Link is unique and should not be forwarded/shared with others.
- **Participants may log-in at 8.45am**

HRD CORP (FOR CLAIMABLE EVENTS ONLY)

MAICSA is an approved Training Provider registered under 'The Malaysian Institute of Chartered Secretaries and Administrators' (**MyCoID: 1472 (SEL)**).

- To make full payment to MAICSA as per the issued Invoice within 14 working days upon receipt of MAICSA's notification in the event the approved training fee is cancelled by HRDCorp due to non-compliance on the part of the participant or his/her employer or any valid reasons stipulated by HRDCorp.

**SBL KHAS
REMOTE ONLINE TRAINING (PUBLIC)**



CANCELLATION/REFUND/REPLACEMENT/TRANSFER

Should the participant decide to cancel his/her enrolment, a cancellation policy shall be applied as follows:

- For written cancellation received with minimum seven (7) days' notice from the date of the webinar, no penalties will be imposed and full refund will be made to participants who have paid.
- For written cancellation received less than seven (7) days from the date of the webinar, an administrative charge of 20% of the registration fee will be imposed. Unpaid registrations include those registrations with HRDCorp grant will also be liable for a 20% administrative charge.
- No refunds will be made for written cancellations received on the day of the webinar or for participants who failed to join the webinar. Unpaid registrations include registrations with HRDCorp grant will also be liable for full payment of the registration fee.
- Replacement of participant and transfer of webinar are not acceptable.

CERTIFICATE OF ATTENDANCE AND CPD HOURS

- Participants will be issued with an e-certificate of attendance and full payment and awarded CPD hours upon strict compliance of the following terms:
 - Remain logged in at least 75% of the time allocated for the webinar,
 - Submit the feedback form within 3 days after the completion of the webinar
- Delegates may check their E-certificates from this link <https://www.maicsa.org.my/resources/cpd-training/e-certificate-of-attendancee-confirmation-letter-of-attendance> within 5 working days after the webinar.
- For MAICSA members, the CPD hours will be credited into the CPD Tracker System within 14 days of the webinar for participants who have complied with all terms and conditions stipulated herein.
- For MAICSA members who are also PC Holder, please contact SSM for the calculation and recognition of CPD Hours for online training held by MAICSA.
- For non MAICSA members, please contact your professional body or regulator for the calculation and recognition of CPD Hours for courses held by MAICSA.

COPYRIGHT

The materials of the webinar shall not be disclosed or used in any manner, either wholly or partially against any other parties and/or used in any manner, either wholly or partially as a defence by you and/or any other parties under any circumstances. The participants are therefore prohibited from reproducing any materials of this programme. All copyright and/ or intellectual property rights in any relevant materials produced in this Programme will remain with the party who produced such materials.

MAICSA disclaims responsibility for the materials of this programme. Neither the MAICSA, its Council or any of its Boards or Committees nor its staff shall be responsible or liable for any claims, losses, damages, costs or expenses arising in any way out of or in connection with any persons relying upon the materials provided during the webinar.

DATA PROTECTION

Information given by the participants to MAICSA is true, accurate and to the best of their knowledge. The participants have read and agreed with the Privacy Notice as stated on MAICSA's official website and therefore, allow MAICSA to collect, process, store and use the participants' data other than what is provided under the Personal Data Protection Act 2010.

EXCLUSION OF LIABILITY

This webinar shall not constitute an endorsement of the speaker(s) by MAICSA and MAICSA shall not be liable for whatsoever circumstances arising from any engagement between the speaker(s) and the webinar's participants.

DISCLAIMER

MAICSA reserves the right to change the speaker(s), date(s), time(s) and to cancel the webinar should circumstances beyond its control arise. MAICSA shall not be responsible for any costs, damages or losses incurred by the participant due to the changes and/or cancellation. MAICSA also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. Upon registering, you are deemed to have read and accepted the terms and conditions herein.