

Registration Form

HR Management: APPLICATION OF MALAYSIAN LABOUR LAWS AT THE WORKPLACE

28th - 29th March 2012 •• Kristal Suite, 1st Floor, West Wing, Hilton Petaling Jaya
18th - 19th April 2012 •• Kristal Suite, 1st Floor, West Wing, Hilton Petaling Jaya

Dear Sir,

Please register the following name(s) for this training programme:

1) Name : _____

Position : _____

Email : _____

2) Name : _____

Position : _____

Email : _____

3) Name : _____

Position : _____

Email : _____

(Please photocopy for more participants)

Approving Officer:

Name : _____

Position : _____

Organization : _____

Address : _____

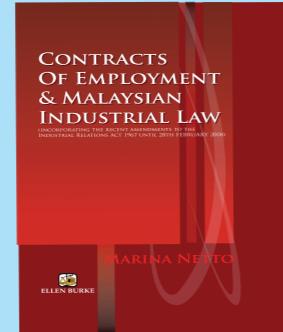
Tel : _____ Fax : _____

Email : _____

Kindly indicate the preferred session

28th - 29th March 2012

18th - 19th April 2012



A complimentary copy of this hard cover book will be given to participants after payment is received. For more information on this book, visit our website at www.ellen-burke.com

How to Register

Tel : +603-77858502 /03 /04
Fax : +603-77858505

Email : info@ellen-burke.com

Fax or Post your registration form to :

Ellen Burke (M) SDN BHD
Suite 708, 7th floor, Menara Majestic
No.15, Jalan Othman Section 3,
46000 Petaling Jaya, Selangor, Malaysia

Programme Fee

Your investment for attending this Programme :

RM1,500.00

A discount of RM100.00 for payment received on or before **26th March 2012 / 16th April 2012** or with **3 or more participants from the same organization**

How to Pay

Fees must be paid before commencement of the training programme

All cheques should be crossed and made payable to "Ellen Burke (M) Sdn Bhd"

Or by direct transfer to :

- HSBC, Petaling Jaya : 202-614087-101
- MBB, Petaling Jaya : 514169160179

Receipts would be issued for all payments made to Ellen Burke (M) Sdn Bhd

Hotel Accommodation

Cost of hotel accommodation is not included in the programme fee



ELLEN BURKE

HR Management:

Application of Malaysian Labour Laws at the Workplace

A 2-Day Human Capital Development Training Programme

DATE:

28th - 29th March 2012

18th - 19th April 2012

VENUE:

**Kristal Suite
1st Floor, West Wing
Hilton Petaling Jaya**

Registered under
the PSMB (HRDF)
SBL - Khas
Scheme

Target Audience:
Human Resources Officers, IR Officers, Administration Officers, Accounting Officers, Executives

About The Organisation



ELLEN BURKE

Ellen Burke is an organisation which is well grounded in human resource management including industrial relations matters.

We provide our clients with a wide range of professional services that includes consultancy, training of personnel and advice on human resource management issues.

ELLEN BURKE (M) SDN BHD
We take your Human Resource issues seriously.

Benefits Of Attending The Programme

- Understanding and applying the various principles of HR Management under the various labour legislation in Peninsular Malaysia, Sabah & Sarawak that govern the employer-employee relationship.
- Knowledge of the latest amendments to the employment legislation that have impacted on the employer-employee relationship.
- Understanding the computation of payments to employees.
- To foster and strengthen the employer-employee relationship.

Programme Timing

The programme will commence at 9.00am on both days and finish at 5.45pm. Registration will take place at 8.30am. There would be 3 breaks at appropriate intervals for refreshments and lunch.

About The Trainer



MARINA NETTO

Marina Netto had been a practising lawyer in the area of Industrial Relations and Corporate Law for 16 years, representing the employers and in other instances, the employees in the Industrial Court, High Court, Court of Appeal and the Federal Court. She has advised in disputes relating to collective bargaining and assisted in the negotiation and conclusion of a number of collective agreements. With the wealth of experience and knowledge acquired from legal practice for having represented these 3 entities on separate occasions, she has authored a book entitled 'Contracts of Employment and Malaysian Industrial Law', a comprehensive book covering the whole spectrum of industrial relations expounding the latest principles that would assist in fostering a sound working relationship between the employer and its employees. Details of the contents of the book are at the website: www.ellen-burke.com.

Marina Netto had been the main presenter in a number of ground breaking training programmes on industrial relations organized by Ellen Burke (M) Sdn Bhd which have inspired many Human Resources Practitioners and Managers to greater heights of performance. She is well known to have the ability to enlighten participants by leading them towards the subject matter and allowing them to relate to the subject matter with a number of case studies so as to make the process of learning easier and engaging.

Programme Outline

DAY ONE

8.30am : Registration

9.00am : Introduction

The definition of an 'employee' under :

- The Employment Act, Labour Ordinance (Sabah); Labour Ordinance (Sarawak)
- Employees Provident Fund Act 1991
- Social Security (SOCSO) Act 1969
- Industrial Relations Act 1967

Case Study

10.30am : Tea Break

10.50am : The Employment Relationship

- Types of Employment Relationships,
- Reasons to distinguish between employee and an independent contractor

Case Study

1.00pm : Lunch

2.00pm : The Employment Contract

- Essential requirements for validity
- Important Considerations for Employers
- Features of an Employment Contract

Case Study

3.40pm : Tea Break

4.00pm : Employment of Women

- Prohibition of Women
- Maternity Protection
 - conditions of eligibility for Maternity Leave and allowance
 - Employment (Amendment) Act 2011
- Termination of Employment

Case Study

5.45pm : End of Day One

DAY TWO

9.00am : Terms and Conditions of Contract

A. Wages

- Definition under:
 - the EA 1955; L.O. Sabah; s.2 L.O Sarawak
 - Employees Provident Fund, (EPF) Act 1991
 - Employee's Social Security (SOCSO) Act 1969
- Determining the Wage Period: **Case Exercises**
- Mode of Payment of Wages:
Employment (Amendment) Act 2011; L.O. Sabah; L.O. Sarawak
- Time frame for wages due on termination of employment
Case Exercises
- Salary advances to employees
 - Conditions
 - Employer's liability
 - Lawful Deductions of Wages under the Act and exceptions

10.30am : Tea Break

10.50am : B. Hours of Work

- Calculation of ORP
- Normal limit of working hours

(c) 'Conditions for exceeding limit
(d) Calculation of overtime rate for excess of normal hours
(e) Entitlement for Part-Time Workers under **Employment (Part-Time Employee) Regulations 2010**
Case Exercise

C. Rest Days

- Calculation for work on Rest Day
- Entitlement for Part-Time Workers under **Employment (Part-Time Employee) Regulations 2010**
Case Exercise

D. Annual Leave

Entitlement:

- when employee is on sick leave
- when employee terminates his contract of service
- Employee given leave of absence
- Entitlement for Part-Time Workers under **Employment (Part-Time Employee) Regulations 2010**
Case Exercise

E. Public Holidays

- Minimum days of entitlement
- Employer's obligation
- When Public Holiday falls on Rest day/Sick leave/Annual leave or during period of disablement
- Employee absents himself from work on working day before or after Public Holiday
- Entitlement for Part-Time Workers under **Employment (Part-Time Employee) Regulations 2010**
Case Exercise

F. Sick Leave

- Principles governing eligibility
- Entitlement for Part-Time Workers under **Employment (Part-Time Employee) Regulations 2010**
Case Exercise

1.00pm : Lunch

2.00pm : Termination of the Employment Relationship

- Termination with Statutory Notice
- Termination by Employee: the various ways under EA 1955, L.O. Sabah, L.O. Sarawak
- Termination by the Employer
- Termination under special circumstances under various Labour Legislation

3.40pm : Tea Break

4.00pm : Payment of Termination & Lay-Off Benefits (Under Employment (Termination and Lay Off Benefits) Regulations 1980)

- Circumstances in which employer's liability arises
- Conditions for employee's entitlement
- Relevant date of calculation
- Computation of amount payable by employer

5.45pm : End of Course