OUTSOURCING TRAINING & CONSULTING
OTC Training Centre Sdn Bhd

HRD awards 2022 TRAINING PROVIDER

HRDCORP CLAIMABLE

REGISTERED HRDCORP TRAINING PROVIDER

REGISTER 3 PAX, FREE 1 SEAT

UNDERSTANDING LABOUR LAWS - THE EMPLOYMENT ACT 1955 (AMENDMENT 2022)

100% HRDC CLAIMABLE

14 Hours ZOOM & PHYSICAL Program

HYBRID TRAINING

7 & 8 Dec 2026 (Mon & Tue)

Remote Online Training (Zoom) &
Dorsett Grand Subang Hotel, Selangor (Physical)

** Choose either Zoom OR Physical Session

OBJECTIVES:

At the end of this program, participants should be able to achieve the following objectives:

- ✓ To understand the different section of the Employment Act 1955 including the latest amendment 2022.
- ✓ To know how to apply the law in the workplace
- ✓ To know better the right of employers and employees
- ✓ To understanding the responsibility of employers and employees according to the laws.

WHO MUST ATTEND:

General Manager, Manager, Head of Department / Division, Human Resources Manager or any personnel who has human resource functional responsibility and Supervisor

METHODOLOGY:

This program is essentially participative. There will be group interaction and lectures.

CONTACT US irene@otc.com.my 012-588 2175 www.otc.com.my

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COURSE CONTENT

Module 1 - Introduction

1. **Objectives of the ACT**
2. **Scope**
3. **Definitions of employee, employer, contract of services etc.**
4. **Contract of Service**
   - 4.1. Contracts of service that must be in writing
   - 4.2. Provisions of contracts of service that must be in writing
   - 4.3. Restrictions on contracts of service
   - 4.4. Termination of contract of service
     - 4.4.1. Normal Termination
     - 4.4.2. Termination for Special Reasons
     - 4.4.3. Breach of Contract

Module 2 – Wages and Deductions

5. **Wages**
   - 5.1 Payment of wages.
     - a) Wage Period.
     - b) ***Calculation of wages for incomplete month's work (NEW)***
     - c) Time of Payment.
     - d) Payment of Wages on the Day of Termination.
     - e) Payment of Wages before the 3rd Day after the Termination.
     - f) When Written Statement of Wages Must Be Given to the Employees.
   - 5.2 Advance (Loan)
     - a) Types of Advances Allowable Under the Law.
     - b) Advances Must Be Approved by DG.
   - 5.3 Deductions from wages
     - a) Deduction without the Request or Consent of the Employee.
     - b) Deduction at the Request of the Employee.
     - c) Deduction at the Request of the Employee and Written Approval from the DG.
     - d) Total Deductions Allowable.
   - 5.4 System of payment of wages
     - a) ***Wages Must Be Paid Through an Account at the Bank and financial institute. (NEW)***
     - b) Employee Can Recover in the Court the Part of the Wages That Have Not Paid Through a Bank Account.
     - c) ***Wages Can Be Paid in Legal Tender or by Cheque with Written Request of Employee. (NEW)***
     - d) ***Employer Has to Obtain Approval from the DG to Pay Wages for employees in Legal Tender or by Cheque. (NEW)***
     - e) Employers Cannot Receive Any Discount or Interest in Respect of Advances that do not exceed a month's Wages.
   - 5.5 Priority of wages
   - 5.6 Liability of Contractors and Principals

COURSE CONTENT

Module 3 – Pregnancy and Maternity and Domestic Servants

6. **Pregnancy and Maternity**
   - 6.1 Maternity protection
     - a) The entitlement of Maternity Leaves and Maternity Allowance
     - b) Understanding the words "confinement", "children", eligible period"
     - c) Start work early during maternity.
     - d) Restriction on termination of female employee.
     - e) ***Protection from termination for pregnant employee. (NEW)***
7. **Domestic Employees**
   - a) Termination of contract
   - b) Employment of foreign domestic employee
   - c) Duty to inform Director General of Labour.

Module 4 – Benefits

8. **Benefits Under the Law**
   - 8.1 Rest Days
     - a) The interpretation of 'day'.
     - b) How to calculate working on rest day.
     - c) Overtime on rest day.
   - 8.2 Hours of Work and ***Working at Night***
     - a) The definition of hours and how to define ***45*** hours a week.
     - b) Overtime and its calculation.
   - 8.3 Paid Public Holidays
     - a) What are the compulsory public holidays and number of days entitle by the employees?
     - b) Can an employee work on public holiday and how to calculate the payment?
     - c) How to replace the public holiday with another day?
     - d) Overtime on public holidays.
   - 8.4 Paid Annual Leave
     - a) What is the entitlement for annual leave and when do they entitle to apply for the leave?
     - b) 'The employer shell grant and the employee shell take…'
   - ***8.5 Paid Sick Leave and Hospitalization Leave***
   - ***8.6 Paid Paternity Leave and its entitlement***
   - 8.6 Ordinary Rate of Pay (ORP)
     - a) How to calculate ORP for monthly, weekly, daily or hourly rate.
   - 8.7 Rate of Payments for Working on Rest Day, Public holidays and Overtime

Module 5 – Terminations, Foreign Employee and Sexual Harassment

9. **Termination, Lay-off and Retirement Benefits**
   - a) Who entitled to the termination benefits?
   - b) How to calculate the benefits and when to pay them?
10. **Foreign *Employees***
    - a) ***What are the rules and regulation that an employer has to follow when they employed a foreign worker?***
11. **Flexible *Working Arrangement. (NEW)***
12. **Discrimination *in employment and how to handle it.***
13. **Sexual Harassment – Part XVA**
    - a) What are the responsibilities of an employer to investigate?
    - b) What are the responsibilities of The Director General of Labour to investigate a complaint?
    - c) ***Notice*** on ***Sexual Harassment (NEW)***
14. ***Court*** Order ***for Payments Due to Employee. (NEW)***
15. ***Force*** Labour***. (NEW)***
16. ***Presumption as To Who Is an Employee and Employer. (NEW)***