

## OBJEKTIF KURSUS

- Mengetahui tentang skop akta dan kategori-kategori pekerja yang dilindungi oleh akta ini
- Tanggungjawab majikan dan cara menyempurnakannya
- Tanggungjawab pekerja dan cara memaklumkan kepada mereka
- Mengetahui peruntukan-peruntukan tentang pembuangan kerja dan siasatan dalaman disiplin
- Penalti bagi kesalahan serta kompaun mengikut akta

## SIAPA YANG PATUT HADIR?

Pemilik syarikat, pengurus, penyelia, eksekutif, dan pekerja yang mahu mendapatkan maklumat lanjut tentang hak pekerja.

## KANDUNGAN KURSUS

- 1) Pengenalan kepada Perundangan Buruh Malaysia
  - a) Definasi Pekerja
  - b) Definasi Kadar Upah
  - c) Definasi Kerja lebih masa
  - d) Definasi Hari
- 2) Perlindungan dibawah Akta Kerja
  - a) Sekatan Berkesatuan
  - b) Kontrak Perkhidmatan Bertulis
  - c) Notis Perletakan Jawatan
  - d) Pembayaran Upah
- 3) Pengurusan Disiplin
  - a) Pelanggaran Peraturan Secara Sengaja
  - b) Tidak hadir kerja
  - c) Cuti sakit & cuti kecemasan
  - d) Penyambungan cuti
  - e) Kesan cuti sakit berpanjangan
  - f) Cuti Bersalin
  - g) Ponteng Kerja
- 4) Waktu Kerja, Cuti Rehat & Cuti Umum
  - a) Had waktu kerja sehari
  - b) Aturan waktu kerja & jam rehat
  - c) Cuti rehat & Cuti biasa
  - d) Cuti Umum
  - e) Ponteng sebelum dan selepas Cuti Umum
  - f) Kerja pada Cuti Rehat & Cuti Umum
- 5) Membentangkan Kes
  - a) Mengurus Pekerja yang tidak hadir
  - b) Mengurus Pekerja yang ponteng
- 6) Berbezaan diantara Pemecatan Kerja dan Penamatan Perkhidmatan

# Kursus Akta Kerja 1955

(29 & 30 June 2015 | Shah's Village Hotel, Petaling Jaya, Selangor)

## REGISTRATION FORM



Please complete the following and email it back to [munirah.salleh@pilahtraining.com](mailto:munirah.salleh@pilahtraining.com)

**Kursus Akta Kerja 1955 – RM1,150 per person (NON-CLAIMABLE from HRDF)**

(Includes certificate, training material, BUFFET BUKA PUASA for Muslim / morning & afternoon coffee/tea break & lunch for non-Muslim)

### Company/Organization Details:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel No: \_\_\_\_\_

### Person making this booking:

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

### Authorized by:

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Email: \_\_\_\_\_ Direct Line Tel No: \_\_\_\_\_

Signature: \_\_\_\_\_ Company Stamp: \_\_\_\_\_

### Person responsible for invoice (payment):

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Email: \_\_\_\_\_ Direct Line Tel No: \_\_\_\_\_

### Participants Details *(please use separate sheets for additional participants)*

Name: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Designation: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Designation: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Designation: \_\_\_\_\_ Email: \_\_\_\_\_

**PAYMENT:** A confirmation letter and invoice will be sent upon receiving your registration. Please note that full payment must be received prior to the event in order to be eligible for attending.

#### Payment shall be made to:

**PILAH TRAINING**

**Bank: CIMB Bank (SWIFT CODE: CIBBMYKL)**

**Account No: 8006999577**

#### CONTACT INFO for PILAH TRAINING (NS0115006-X)

45-1-B, Tingkat 1, Jln Lister, 72000 Kuala Pilah, N. Sembilan.

**Tel: +601137204568 | E-mail: [munirah.salleh@pilahtraining.com](mailto:munirah.salleh@pilahtraining.com)**

**CANCELLATION & SUBSTITUTIONS:** All cancellation of registration must be made in writing. If cancellation is received less than one week before the event, no refund is given or cancellation invoice will be sent for full payment. Substitutions are welcomed at any time.

#### DISCLAIMER

We reserve the right to change the speaker, date and to cancel the program should circumstances beyond the company control arise. We also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. All efforts will be taken to inform participants of any changes. Customer may be entitled to a refund of any fee paid in respect of the cancelled training but shall not otherwise be entitled to any compensation, costs, travel expenses, losses or damages arising from such cancellation.