

COURSE OVERVIEW

Labour Ordinance (Sarawak Cap. 76) is a fundamental employment law, which provides minimum terms and conditions of employment to those recognized as employees under the Ordinance. This Labour Ordinance has been enforced by the Labour Department with effect from 1 Oct. 2005 which covers employees in Sarawak.

It is important for employers, especially managers, supervisors who have the responsibility for people management including the human resource practitioners to understand the legal aspects of this ordinance including its proper and effective implementation. Failure to grasp the principles of law can result in the Labour Court and Industrial Court ruling in favour of employees and the payment of monetary compensation.

COURSE OBJECTIVES

- Understand the Ordinance & able to implement the law
- Understand on the need to draft “watertight” contracts of employment
- Learn the “how-to” tools to handle disciplinary problems as a result of employees abusing the law to the detriment of the employer

WHO SHOULD ATTEND?

- Business Owner
- HR Directors
- Managers (ESPECIALLY for HR/Trade Union)
- Supervisors/Team Leader
- Everyone involve in Human Resources
- Anyone would like to know more about the law.

COURSE CONTENTS

- 1) Scope of the Ordinance
 - a) Definition of Employee
 - b) Definition of Manual Workers
- 2) Contract of Employment
 - a) Contract of Service
 - b) Contract for Services
- 3) Termination of Employment
 - a) With or Without Notice
 - b) Breach of Contract
 - c) Absent Without Leave
 - d) Going on Sick Leave and Not Informing Employer
- 4) Statutory Benefits For Employees
 - a) Hours of Work
 - b) Rest Days & Public Holidays
 - c) Sick Leave & Hospitalization Leave
 - d) Overtime Work & Rate of Payment
 - e) Medical Treatment
- 5) Wages
 - a) Definition of wages
 - b) Payment of wages
 - c) Mode of payment of wages
 - d) Lawful deductions from wages
- 6) Employment of Children & Young Persons
 - a) Definition of Children
 - b) Definition of Young Person
 - c) Employment of Children & Young Person
 - d) Days of work
 - e) Hours of work
- 7) What Constitutes Misconduct
 - a) Meaning of misconduct and the categories of misconduct
 - b) Types of misconducts
 - c) Company’s right to classify misconducts
 - d) Criminal offences committed in company premise
 - e) Misconducts committed “within” and “outside” employment
- 8) Domestic Inquiry (DI)
 - a) DI procedures and the law
 - b) Principles of Natural Justice
 - c) Types of Punishment
 - d) Appeal Procedures
- 9) Complaints & Inquiries
 - a) Powers of the Director
 - b) Functions of the Director of Labour to hold inquiries
 - c) Presentation of case in the Labour Court
- 10) Decisions of the Courts
 - a) Decided case laws of the Industrial Court and judicial courts for discussion

REGISTRATION FORM

Sarawak Labour Ordinance Training 26 & 27 Aug 2015 | Kuching, Sarawak



Please complete the following and email it back to admin@pilahtraining.com

Investment Value: **RM1150 per participant (Non-Claimable from HRDF)**
(includes certificate, training materials, breakfast, morning & afternoon tea break, and lunch)

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Person responsible for invoice (payment):

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

Name: _____ Mobile No: _____

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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.

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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.