

# EMPLOYMENT ACT 1955

*for HR Executives, HR Managers and Managers*

Date : 17 & 18 April 2025  
Time : 9.00 am – 5.00 pm  
Mode : Face-to-Face  
Venue : Klang Valley  
Price (RM) : RM 1,920.00 (Member) | RM 2,160.00 (Non-Member)  
\*Prices exclusive of 8% SST



## INTRODUCTION

Embark on a comprehensive exploration of Malaysia's primary labour legislation with our programme on the Employment Act 1955 (EA1955). This pivotal law has undergone significant amendments, aligning the nation with international trade standards and adapting to the challenges posed by the pandemic and ensuing Movement Control Order (MCO). As we transition into the endemic stage, our programme aims to unravel the complexities introduced by these changes and provide clarity on their continued application. Join us on this insightful journey to master the intricacies of the EA1955, ensuring your preparedness for the evolving landscape of labour laws in Malaysia.



## OBJECTIVES

- To understand the recent amendments to the Employment Act 1955, gaining insights into the nuances and implications of the changes. This objective aims to equip participants with up-to-date knowledge to navigate the amended legal landscape confidently.
- To provide participants with practical, hands-on applications for the day-to-day implementation of the Employment Act. Through interactive sessions and case studies, participants will acquire the skills necessary for effective implementation, ensuring compliance and addressing real-world scenarios likely to arise in the workplace.
- To empower participants to anticipate and address challenges arising from the amendments, fostering preparedness for both current and future employment issues.



Organised by :

**MALAYSIAN INSTITUTE OF HUMAN RESOURCE MANAGEMENT**  
(PPM-001-10-01061976)

K2 UPPER GROUND FLOOR, BANGUNAN  
KHAS LORONG 8/1E (OFF JALAN  
BARAT) 46050 PETALING JAYA,  
SELANGOR

+603-7955 6536  
hrm1@mihrm.com  
www.mihrm.com

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## COURSE CONTENT

### DAY 1

9.00AM – 5.00PM

#### Understanding the Employment Act (EA1955)

- Introduction to the nature of the EA1955.
- Overview of recent changes and amendments.
- Scope of the Act and different employee categories.

#### Legislative Highlights

- Summary of recent amendments and their objectives.
- Regional variations in labor laws across Malaysia.
- New additions and removed sections in the Act.
- Supplementary employment laws related to EA1955.

#### Role of JTK and Jabatan Perhubungan Perusahaan

- Differentiating roles of JTK and the Department of Industrial Relations.
- Employer encounters with JTK, exemptions, and exclusions.
- Handling complaints to the Labour Office and JTK inspections.

#### Essentials of Employment Contracts

- Basics of a contract of service.
- Implied terms of employment.
- Breach of contract, violations, and remedies.
- Unwritten obligations and rights of workers and employers.

#### Rights and Obligations

- Statutory and protected rights of employees.
- Unwritten obligations of employees.
- Employer's rights and obligations.

#### Employee Categories

- Specifics for foreign workers, probationers, domestic employees, irregular part-time, and casual workers.

#### Wages and Payment Regulations

- Difference between minimum wages and guaranteed wages.
- Advance salary, loans, and interest.
- Impact of amended laws on wage liability.
- Payment times in various situations.
- Allowable items and deductions.
- Payment issues during government-mandated shutdowns.
- Minimum workdays and considerations during forced unpaid leave.

End of programme

### DAY 2

9.00AM – 5.00PM

#### Statutory Terms of Employment

- New working hours, limits, and restrictions.
- Rest time considerations for shift workers.
- Control over the overtime work and constraints.
- Time-off and replacement policies.

#### Addressing Late-Coming and Non-Attendance

- Issues related to late-coming.
- Payment and non-payment concerns for absence.

#### Employee Benefits and Terms

- Rest day issues and working on rest days.
- Annual leave administration and rights.
- Sick leave entitlement and control.
- Hospitalisation leave, verification, and replacement leave.
- Public holidays, substitution, work, and compensation.
- Maternity and paternity leave entitlements.
- Managing Discipline and Domestic Inquiry
- Notice periods, probation, short notice, and indemnity.
- Understanding due inquiry vs. domestic inquiry.
- Types of disciplinary actions and allowed punishments.
- Termination due to disciplinary issues and related benefits.

#### Addressing Workplace Challenges

- Handling sexual harassment.
- Managing discrimination under new laws.
- Addressing forced labor concerns.
- Considerations for gig workers.

#### Q & A Session

End of programme



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