

## **Program: Employment Act 1955 & Employment (Amendment) Act 2012**

### **Objectives**

Employment Act (1955) is fundamental employment law which provides the minimum terms of employment to those recognized as employees under the Employment Act. This program shall address all relevant provisions highlighting the latest amendments, which came into effect in the year 2012.

Upon completion, all participants would be able to identify and execute precisely the obligations of an employer under this Act.

### **Topics Covered**

- Scope of the Employment Act
- Employment regulations
  - Termination
  - Lay-Off
  - Change of ownership/business
  - Calculation of ordinary rate of pay
  - Case studies
- Contracts of service/Contracts for service
- Employment of women
- Maternity protection
- Priority of wages
- Advances & deductions
- Contractors & Principals
- Rest Day
- Hours of work
- Overtime
- Public holidays
- Annual leave
- Sick leave

### **Who Should Attend**

All Managers/Executives/Staffs involved in handling Human Resources and Industrial Relations functions and activities.

### **Methodology**

- Lectures
- Discussions
- Case studies

### **Duration**

2 days