

# INTERPRETATION & PRACTICAL APPLICATION OF THE EMPLOYMENT ACT 1955

## COURSE INTRODUCTION

The Employment Act 1955 is an act that governs all employment matters and acts as a guide in managing employee affairs. This program will explain the obligations of employers in managing these specific sections and the correct application in the management of human resources.



# INTERPRETATION & PRACTICAL APPLICATION OF THE EMPLOYMENT ACT 1955

## COURSE OBJECTIVES

Interpreting the provisions in the Employment Act 1955 and applying it to employment matters at the work - place has often resulted in confusion to the uninitiated. With jargons used and application of different sections of the act to be read in tandem, among others, this law maybe a very intriguing piece of reading, what more, to be applied.

This course will cover the commonly used provisions for participants to be aware of its purpose, use and practical application.

## COURSE CONTENTS

Covering common administrative and practical application of employment matters such as:

- Rest Days
- Public- Holidays
- Annual Leave
- Sick Leave
- Paternity Leave
- Maternity Leave
- Overtime
- Work on Rest Day and Public Holidays
- Sexual Harassment

## LEARNING OUTCOMES

By attending this course, the participants will be able to :

- Understand the myth, the reasons, the definition, the interpretation and practical application to be in compliance with the legislation.
- Formulate policies, plan and implement daily course of action for specific business effectiveness.

## WHO SHOULD ATTEND

Business owners, plant or factory managers, human resources leaders, managers, executives or any persons tasked to perform or for general understanding of the relevant and practical aspects of administrative and practical application.



## ABOUT THE TRAINER

**Vincent Lee Hock Guan** is a consultant, speaker and professional trainer in the field of Human Resource Management and Industrial Relations. With more than 20 years of professional hands-on experience, he has served in senior management capacity of group human resources of local main board companies with diversified interests including services, banking, construction and property development, manufacturing, warehousing and logistics. He holds an MBA specializing in Industrial Relations and possesses a solid track record in the area.

He represents employers for arbitration or hearings at either labour / industrial relations offices and labour courts throughout Malaysia and having a track record of over 40 favourable cases. Vincent was also appointed on the Employer's Panel in the Industrial Court of Kuala Lumpur for two terms from 2001 to 2003 to hear disputes on collective agreement cases involving the banking and agriculture sector. He was an associate speaker for associations, Suruhanjaya Syarikat Malaysia (SSM) and has equipped more than 100 organisations' directors, senior officers and managers with practical knowledge in handling the multiple intriguing facets of employee issues.



# INTERPRETATION & PRACTICAL APPLICATION OF THE EMPLOYMENT ACT 1955



## ADMINISTRATIVE DETAILS

Date	19 November 2024	
Venue	Virtual platform	
Time	9.00AM – 5.00PM	
Training Methodology	Lecture, case laws, discussions.	
Fee	RM500.00	Standard
	RM400.00	Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak.
SSM CPE Points	8 Points	

## HOW TO REGISTER?

### STEP 1

Strictly via online registration at <https://e-comtrac.ssm.com.my>

### STEP 2

#### NEW USER (First Time Login)

- Click on **SIGN UP**
- Key in **REGISTRATION INFORMATION**
- Click on **REGISTER**
- Key in **USERNAME** and **PASSWORD**

#### EXISTING USER

- Key in **USERNAME** and **PASSWORD**
- Click on **SIGN IN**

### STEP 3

- Select training
- Check on Available Seat
- Click on Add Participant
- Key in participant's information
- Click on Submit
- Check participant's details
- Click on Submit Payment

Note: Please submit your application within 15 minutes. Otherwise the system will automatically cancel your transaction and you will lose your seat(s). Please re-apply if you wish to proceed. Full payment shall be made at the point of registration.



# INTERPRETATION & PRACTICAL APPLICATION OF THE EMPLOYMENT ACT 1955

## TERMS & CONDITIONS FOR REGISTRATION OF TRAINING PROGRAMMES UNDER COMTRAC

### Payment Mode

- All training programmes registrations MUST be applied through e-COMTRAC. Upon submitting the registration application, participant is deemed to have read and accepted the terms and conditions herein.
- Payment by cash and cheque is not acceptable effective from January 2021.

### Webinar Access Link

- A notification e-mail with the webinar access link will be sent at least 24 hours before the commencement of the webinar.
- The access link is unique for registered participants and should not be forwarded or shared with others.

### Certificate of Attendance

- Participant will be issued a Certificate of Attendance upon full attendance of the programme and payment is received.
- A participant is allowed to attend **ONE** programme per day to be eligible for certificate of attendance. Request for refund will not be entertained if you have registered for more than one programme per day.
- SSM will charge an administrative fee of RM30.00 per copy for any replacement of certificate due to errors in name or identification card number wrongly filled by participant / representative during registration or loss of certificate, etc.

### Cancellation / Absent

- No refund will be given to participant who failed to attend the programme.
- Replacing registered participant is not allowed.

### Transfer

- Transfer of registration fee to another training programme is not allowed.

### Human Resources Development Corporation

Suruhanjaya Syarikat Malaysia is registered as a training provider with HRD Corp under GOV1000117857. All trainings are claimable under SBL Scheme subject to HRD Corp approval. Participant's employer needs to apply for grant at least one day before the commencement of training.

### Personal Data Protection Notice

Your personal data and other information provided in this application and including any additional information you may subsequently provide, may be used and processed by COMTRAC/SSM as a reference in future to communicate with you on our training programmes/events. In line with the Personal Data Protection Act 2010, we wish to obtain your agreement and consent for using your personal data. If you do not consent to the processing and disclosure of your personal data, you should send an e-mail to us at [comtrac@ssm.com.my](mailto:comtrac@ssm.com.my).

### Copyrights

The materials of the training programme are solely for participants' personal use. No part of these materials may be stored, reproduced or transmitted in any form or by any means, including photocopying, e-mailing and recording, without the written permission of the author or The Companies Commission of Malaysia (SSM). Information contained in these documents is understood to be correct at the time of writing. The assessments and views expressed in these materials shall be treated/ regarded purely for public information and discussion and it does not constitute formal advice. The views provided are for general information to provide better clarity and understanding of the subject matter. It should not be relied upon as an alternative to specific legal advice from your lawyer or other professional service provider. If you have any specific issues and/ or questions about any legal matter, you should consult your lawyer or other professional service provider. In no event shall the Companies Commission of Malaysia (SSM) be liable for any damages, whether in an action of contract, negligence or other tort, arising from the contents in these materials.

### Exclusion of Liability

The speaker(s) or trainer(s) is independent and shall not represent Suruhanjaya Syarikat Malaysia, act as its agent or otherwise represent that their personal views are endorsed by Suruhanjaya Syarikat Malaysia. The assessments and views expressed during the programme are entirely the speakers'/trainers' own. SSM shall not be liable for whatever circumstances arising from any engagement between the speaker(s) or trainer(s) and the participant(s).

### Disclaimer

SSM reserves the right to cancel the programme, change date(s), venue(s), speaker(s) or any other changes due to any unforeseen circumstances that may arise without prior notice to participants. SSM also reserves the right to make alternative arrangements without prior notice. SSM accepts no responsibility for death, illness, injury, loss or damage of any property belonging to, or financial loss by any persons attending the programme, whatever the cause. SSM shall not be responsible for any costs, damages or losses incurred by participants due to the changes and / or cancellation. SSM is not responsible for the integrity of participants' computer or device, your internet signal bandwidth, or any other consideration outside of the control of SSM.

SSM shall not be responsible for any problems or technical malfunction, including, without limitation, the acts, omissions, problems or malfunctions of any telephone network or lines, computer online systems, servers, computer equipment, software, failure of e-mail, traffic congestion on the internet or at any web or combination thereof.

All information contained in the brochure is correct and accurate at the time of publication.

---

## COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY & KNOWLEDGE MANAGEMENT DIVISION

### Companies Commission of Malaysia

Level 12, Menara SSM@Sentral  
No.7, Jalan Stesen Sentral  
50623 Kuala Lumpur.

Tel : +603 2299 4906/ 4440/ 5308/ 4441  
Email : [comtrac@ssm.com.my](mailto:comtrac@ssm.com.my)  
Website : [www.ssm.com.my](http://www.ssm.com.my)

