



EMPLOYMENT ACT 1955 (AMENDMENT 2022): MANAGING EMPLOYEES THE RIGHT WAY

THIS COURSE IS CLAIMABLE UNDER HRD CORP CLAIMABLE COURSES SCHEME.
HRD CORP PROGRAM APPROVAL NUMBER: 10001721968

PROGRAM OBJECTIVES:

- Understand the requirements of the Employment Act 1955
- Ensure workplace compliance with Malaysian employment laws
- Manage employees fairly, confidently and in accordance with legal requirements
- Minimise employment disputes through proper HR practices

SPEAKER:
OFFICER FROM
DEPARTMENT OF
LABOUR (JTK)

FREE EMPLOYMENT
ACT 1955 (ACT 265)
HANDBOOK



18 August 2026

Tuesday



8.30 am - 5.00 pm



M World Hotel,

Petaling Jaya



RM890

Early Bird

For registration:

**SCAN
ME! >>>**



<https://tinyurl.com/employmentact26>

EARLY BIRD PRICE:

RM890/PAX

REGISTER BY 10 AUGUST 2026

NORMAL PRICE:

RM990/PAX

REGISTER AFTER 10 AUGUST 2026

WHO SHOULD ATTEND:

Employer | Company Director |
Manager | Executive |
HR Officer | Supervisor

REGISTRATION & INQUIRIES:



012-525 9283 (Intan)

019-570 3930 (Hafiz)

admin@quattrounity.com

www.quattrounity.com





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18 August 2026 (Tuesday)

8.30 am - 5.00 pm

8.30 am - 9.00 am **Registration**

9.00 am - 10.30 am **Introduction & Employment Contracts**

- Service contract vs contract for services
- Fixed-term contract vs permanent contract
- Contract termination (notice, termination without notice & special reasons)
- Breach of contract
- Apprenticeship contracts

10.30 am - 12.00 pm **Wages**

- Payment periods, advances, calculations & payment timing
- Payment upon contract termination
- Permitted vs. prohibited wage deductions

12.00 pm - 1.00 pm **Maternity & Paternity Leave**

- Duration, payment & loss of maternity allowance
- Prohibition of terminating pregnant employees
- Restrictions on dismissing employees after maternity leave

2.00 pm - 3.00 pm **Rest Days, Working Hours, Holidays & Other Employment Terms**

- Rest days, work on rest days, working hours, shift work, public holidays, annual leave, sick leave, paternity leave
- Other leave types: emergency leave, unpaid leave, unauthorized absence

3.00 pm - 4.00 pm **Other Employment Related Matters**

- Termination benefits, temporary layoffs & retirement
- Employee Service Form (PK)
- Flexible work arrangements
- Inspections & employment discrimination

4.00 pm - 5.00 pm **Part-Time Employment Regulations (2010)**

- Working hours & wage rates
- Public holidays, rest days, annual leave & sick leave

Q&A

HOW TO REGISTER:

Fill up the Google Form at this link : <https://tinyurl.com/employmentact26>

For HRD CORP CLAIMABLE COURSES SCHEME:

- Tick 'YES' for claiming HRD Corp on the online form. We will email the details and documents for HRD Corp grant application.
- Company must apply the grant from HRD Corp. Please email the grant approval from HRD Corp to us.

For self-payment:

- Please email the payment proof to admin@quattrounity.com.



Payment to : QUATTRO UNITY SDN BHD
Bank : AFFIN BANK BERHAD
No akaun : 100240150063
OR
Cheque payable to 'QUATTRO UNITY SDN BHD'

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