



INTRODUCTION

The Sarawak Labour Ordinance (SLO) determines the statutory minimum terms, conditions and benefits that an employer must provide to the employees. It is applicable to employees in the private sector only. The SLO is administered and enforced by the Labour Department in Sarawak. Employers who fail to comply or adopt principles determined by the SLO will face legal action by the Labour Department.



COURSE OBJECTIVES

- Understand the scope of the SLO and the Amendments 2024.
- Ensure correct application of the existing and amended provisions to avoid litigation.
- Ensure improvement in Employer Union Employee relations at the workplace.
- Understand the existing and amended provisions to resolve daily workplace challenges expediently.

What is the main objectives of the amendments to the SLO?

- 1. Increase and improve the protection and welfare of workers in Sarawak.
- 2. Ensuring that the provisions of the labour laws in the country are in line with International Standards outlined by the International Labour Organisation (ILO).
- 3. Making it easier for Malaysia to negotiate trade agreements which currently often include clauses regarding minimum labour standards as the terms of agreement that must be adhered to.



TARGET AUDIENCE

All HR and Non-HR Personnel



LEARNING MODULES

MODULE 1 SCOPE OF SLO

MODULE 2
CONTRACT OF EMPLOYMENT

MODULE 3
TERMINATION OF SERVICE

MODULE 4
EMPLOYEE BENEFITS

MODULE 5
WAGES

MODULE 6
DOMESTIC INQUIRY (D.I.)

MODULE 7
MATERNITY PROTECTION

MODULE 8
COMPLAINTS & INQUIRIES

MODULE 9
AMENDMENTS TO EA 1955

TRAINER: MS. NUR AMIRAH

Ms. Amirah brings over 34 years of experience in Malaysia's public and private sectors, including 22 years in auditing and tax at the Auditor General Malaysia's Office and Inland Revenue Board. She Malaysiar's Office and Inland Revenue Board. She specializes in helping employers navigate Malaysian Labour Laws to prevent employee-related disputes. Her practical approach focuses on building fail employer-employee relationships. Passionate about fostering a positive work environment, she works with both employers and employees to achieve harmony. Committed to delivering impactful training, she ensures participants leave feeling knowledgeable and ready to handle workplace challenges with confidence.

LEARNING MODULES

MODULE 1: SCOPE OF SLO

- Differences in the provisions of the SLO and Employment Act 1955
- Definition of Employee in the SLO Typical Characteristics of Manual Labour

MODULE 2 : CONTRACT OF EMPLOYMENT

- Contract of Service (Expressed and Implied Terms)
 Obligations, Rights, and Duties of Employer and
- Points to Consider During Recruitment (Local /
- Foreign/Expatriate)

- Contract FOR Service [Activity 1 : QUIZ]
- Types of Work Arrangements
 Difference Between Contract OF Service and

Participant 1

MODULE 3: TERMINATION OF SERVICE

- With or Without Notice
- Employee's / Employer's Breach of
- Employment Contract Absent Without Leave, Tardiness, Habitual Lateness
- Failure to Inform Employer Regards Sick

MODULE 4 : EMPLOYEE BENEFITS

- Working Hours Public Holidays Rest Day Annual Leave Entitlement
- Sick Leave and Hospitalization Leave (How to Approach Pro-Longed Illness / Sick Leave Exceeding Annual Entitlement/ Medical Board/ Frustration of Contract)
- Medical Treatment
- Treatment of Ouarantine Leave during COVID-19
- COVID-19 Vaccination Can Employe Force Employee Vaccinate?
- Force Employee \
 [Activity 2 : QUIZ]

- MODULE 5 : WAGES

 Definition of Wages

 Mode of Wage Payments

 Lawful Deductions from Wages
- When are Wages Not Payable?

MODULE 6: DOMESTIC INQUIRY (D.I.)

- Principles of Nature Justice
 Punishment
 Termination (Grounds)
- [Activity 3 :Case Study]

MODULE 7: MATERNITY PROTECTION

- Eligibility for Maternity Leave
 Date of Commencement of Maternity
- Leave
 Limit on Number of Children
 Maternity Leave

- Unpaid Maternity Leave Length of Maternity Leave Conditions to Entitlement to Paid Maternity Leave
- Maternity Register
- [Activity 4 : Case Study]

MODULE 8 : COMPLAINTS & INQUIRIES

- Power of the Director Gene Labour Labour Court Functions
- When to Approach the Labour Department or Industrial Relations
- Difference between Labour Court and Industrial Court

MODULE 9: AMENDMENTS TO EA 1955

- Apprenticeship Contract Calculation of Wages for Incomplete Month

- Month
 Maternity Leave
 Definition of Employee
 Paternity Leave
 Increase in Penalties
 Discrimination in Employment
 Forced Labour

INVESTMENT FEE (Per Participant)

EARLY BIRD RATE	NORMAL RATE	CLOSING DATE OF REGISTRATION
		EBR: One month
RM 1690	RM 1890	One from the course of the cou
Applicable for registrations received and paid one month before commencement of the course	Applicable for registrations received and paid after the EBR closing date	

*The fee is not vet inclusive of 8% SST

Closina Date: February 24, 2025



The Organiser reserves the right to make any amendments that are deemed necessary in the best interest of the workshop.

Please register me/us for the workshop on

SARAWAK LABOUR ORDINANCE (SLO)

[with Amendments 2024]

March 3-4, 2025 | Kuching

Do you intend to utilize HRDCorp Levy for this program? Yes/No

Upon submission of this form, I have read and accepted the terms & conditions of this registration

Position Contact Email **Participant 2** Name Position Contact Email Participant 3 Name Position Contact Email Company Address Tel **Nominating Person** Name Position **Approving Person** Name Position Invoice Attention to:..

TERMS & CONDITIONS:

1.Fees are inclusive of programme materials, refreshments, luncheons and certificate.

2. Outstations participants are advised to call MRS before making any air-travels and hotel payments. MRS shall not be liable for any loss or damage, costs or additional charges that may arise from the failure to confirm with us before making such arrangements.

3. Payment, Confirmation & Admission

An invoice shall be issued upon receipt of your registration form. Payment is required by the early bird rate closing date or other dates stated on the invoice, whichever is applicable. Full payment is expected prior to the commencement of the course. We reserve the right to refuse admission for registration that remains unpaid. A Letter of Undertaking may be acceptable with prior notice and consent.

4. Substitution/Replacement of Participants

Substitutions are allowed at no extra charge provided MRS is notified in writing at least 5 working days prior to the course wherein any substitution proposed thereafter, MRS may reserve its right to disallow such proposal, and any substitution which may be accorded thereafter (if any), MRS reserves its right to add an additional charge thereto.

5. Cancellation of Participants

For Paid Registrations	For Unpaid Registrations	
30 days before course: Full refund or transferable 14 days before course: Refund minus 15% admin fee or transferable Less than 14 days before course: No refund but transferable No show: No refund and not transferable	30 days before course: No applicable admin fee 14 days before course: 15% admin fee chargeable Less than 14 days before course: Full fees chargeable and transferable No show: Full fees chargeable and not transferable	

*Transferable - to a similar or different course with the necessary top up fee should the course transferred to, is of a higher value

6. Postponement

While all care shall be taken to carry on the course as scheduled, there may be circumstances that may deem it necessary for MRS to postpone or merge with another similar course. In such instance, participants hereby indemnify and holds MRS harmless from any cost incurred. Payment received will not be refunded but can be credited to MRS's other courses.

7. Permanent Cancellation

In the event of a permanent cancellation by MRS of a course and provided the event is not postponed to a later date or merged with another course, a full refund shall be made for paid registrations and no applicable admin fee for unpaid registrations. Participants hereby indemnify and holds MRS harmless from any cost incurred.

8. Participants have read and consent to MRS processing the registration data in accordance with the Personal Data Protection Notice posted on www.trainingprovider.org. As such, they have discharged their responsibility of ensuring the information provided herein is the most up-to-date information as possible.

MRS MANAGEMENT SDN BHD (275222-P)

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