



# SARAWAK LABOUR ORDINANCE (SLO)

## [WITH AMENDMENTS 2024]

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**March 3-4, 2025**  
**| Kuching**



## 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 specializes in helping employers navigate Malaysian Labour Laws to prevent employee-related disputes. Her practical approach focuses on building fair 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 Employee
Points to Consider During Recruitment (Local / Foreign/Expatriate)
Types of Work Arrangements
Difference Between Contract Of Service and Contract FOR Service
[Activity 1 : QUIZ]

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 Leave

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 Quarantine Leave during COVID-19
COVID-19 Vaccination - Can Employer Force Employee Vaccinate?
[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.)

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

MODULE 7 : MATERNITY PROTECTION

- Confinement
Eligibility for Maternity Leave
Date of Commencement of Maternity Leave
Limit on Number of Children
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 General of Labour
When to Approach the Labour Department or Industrial Relations Department?
Difference between Labour Court and Industrial Court

MODULE 9 : AMENDMENTS TO EA 1955

- Apprenticeship Contract
Calculation of Wages for Incomplete Month
Maternity Leave
Definition of Employee
Paternity Leave
Increase in Penalties
Discrimination in Employment
Forced Labour

INVESTMENT FEE (Per Participant)

Table with 3 columns: EARLY BIRD RATE, NORMAL RATE, CLOSING DATE OF REGISTRATION. Values include RM 1690 and RM 1890.

\*The fee is not yet inclusive of 8% SST

Closing 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]

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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

Participant 1

Name, Position, Contact, Email form fields for Participant 1

Participant 2

Name, Position, Contact, Email form fields for Participant 2

Participant 3

Name, Position, Contact, Email form fields for Participant 3

Company, Address, Tel, Fax form fields

Nominating Person

Name, Position form fields for Nominating Person

Approving Person

Name, Position form fields for Approving Person

Invoice Attention to, Email form fields

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.
3. Payment, Confirmation & Admission
4. Substitution/Replacement of Participants
5. Cancellation of Participants

Table comparing fees for Paid Registrations vs Unpaid Registrations based on timing before the course.

- \*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
7. Permanent Cancellation
8. Participants have read and consent to MRS processing the registration data

MRS MANAGEMENT SDN BHD (275222-P)

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Calendar grid showing dates M, W, E, F, FB, EB1, EB2, S, S1