



PERSEKUTUAN MAJIKAN-MAJIKAN MALAYSIA  
MALYSIAN EMPLOYERS FEDERATION

# Workshop on Using the Right Methods of Implementing Core Provisions of Labour Ordinance (Sarawak Cap.76)

Fees: RM1,290/pax  
(Special introductory Price)

Module 1 – Online Session  
Date: 18 December 2023  
Time: 2:30 pm – 5:00 pm

Modules 2-4 –Physical  
Date: 19-20 December 2023  
Time: 8:30 am – 5:00 pm  
Venue: MEF Sarawak Office

*“This workshop focuses on adopting the right methods and formulas for OT, Maternity allowance, PH pay, Termination & Layoff Benefits as specified by the Ordinance!”*



# INTRODUCTION/OBJECTIVES

*The Labour Ordinance (Sarawak Cap. 76) is a piece of legislation designed to safeguard the rights and welfare of employees in the state. It serves as a framework to ensure employers provide fair and just treatment to their workers and lays out the standards and procedures that employers must follow to comply with the law.*

*This workshop is designed to focus on the applications of core provisions of the Ordinance and how these provisions are to be interpreted and applied. It is also designed to include changes and new provisions that will take place consistent with the amendment to the Employment Act 1955 in Peninsular Malaysia.*

*This workshop will emphasise the importance for employers to have the right knowledge of the different interpretation and applications of the Ordinance to avoid unnecessary litigation process such as compound, prosecution and complaints from employees.*

## **EXPECTED RESULTS OF THE WORKSHOP:**

*At the end of the workshop, participants are expected to acquire practical skills and are better equipped to apply the core provisions of the Sarawak Labour Ordinance. Specifically, participants will be:*

- (i) Able to formulate the payable amount of wages, OT, PH, Rest Day & other statutory payments provided under the law.*
- (ii) Identify the correct calculation of benefits including various leaves, termination and layoff payment.*
- (iii) Able to interpret court decisions with reference to the provisions in the Ordinance.*
- (iv) Formulate changes to employee's handbook and employment contract*

## DAY 1 - Via Online

2:30 PM	<ul style="list-style-type: none"> <li>• Introduction to Labour Ordinance (Sarawak Cap.76)</li> <li>• Proposed Amendment to Labour Ordinance (Sarawak Cap.76)</li> </ul>
5:00	End of Day 1

## DAY 2 - MEF Training Room Kuching

8:30 AM	Registration
9:00	Opening- Grab Attention- <ul style="list-style-type: none"> <li>• Ice Breaking – Human Bingo</li> <li>• Group Introduction and Formation Session/Role Play Group</li> </ul>
10:30	Tea Break
10:45	Module 1 Definition of Terms <ul style="list-style-type: none"> <li>• Employee, Wages, Contract of Employment, Day, Dependent</li> <li>• Ordinary Rate of Pay, Hourly Rate of Pay, Normal Hours of Work, Over Time, Part-time Employee, Shift work, Wage period.</li> </ul>
1:00 PM	Lunch Break
2:00	Module 2 Contents of Contract of Employment <ul style="list-style-type: none"> <li>• Guaranteed Week/Wages</li> <li>• Termination, Breach of Contract.</li> </ul>
3:30	Tea Break
3:45	Group/Individual Presentation <ul style="list-style-type: none"> <li>• Contract of Employment vs. Contract for Employment</li> <li>• When contract is breach by employees/employers (under Labor Ordinance vs Industrial Relations Act 1967</li> </ul>
5:00	End of Day 2

## DAY 3 - MEF Training Room Kuching

8:30 AM	Registration
9:00	Module 3: Leaves: Entitlement, Calculation & Conditions <ul style="list-style-type: none"> <li>• Annual, Sick, Hospitalization, Maternity</li> <li>• Paternity, Leave for Trade Unions</li> </ul>
10:30	Tea Break
10:45	Module 3: Wages & Deduction <ul style="list-style-type: none"> <li>• Period of wages payment</li> <li>• Conditions for deductions</li> </ul>
	Module 4 Overtime & Work of Rest Day, Public Holiday & Shift <ul style="list-style-type: none"> <li>• Conditions and Calculation</li> <li>• Spread over period</li> </ul>
1:00 PM	Lunch Break
2:00	Module 4 Termination & Lay Off <ul style="list-style-type: none"> <li>• Condition and Calculations</li> <li>• Reference to Industrial Relations Act 1967 &amp; Code of Conduct for Industrial Harmony</li> </ul>
3:00	Module 4 Termination & Lay Off <ul style="list-style-type: none"> <li>• Benefits</li> </ul>
3:30	Tea Break
3:45	Key Takeaways of the Workshops
5:00	End of Day 3



## TRAINERS PROFILE



**DR. DZULZALANI EDEN** is a Senior Consultant-Industrial Relations with more than 30 years experience in the field of labour and industrial relations. Prior to joining the Malaysian Employers Federation, he began his career in 1990 with the Ministry of Human Resources, where he had held various positions namely as Labour Inspector, Senior Labour Officer cum Industrial Relations Officer and Senior Assistant Director of Labour at the Department of Labour Sarawak as well as at the Ministry's Putrajaya office. The main duties carried out in these roles include enforcement of labour laws through workplace inspection, conciliation and arbitration of labour complaints and dismissal cases, advisory roles, other labour matters and consultations with the public.

In 2014 he joined Universiti Malaysia Sarawak (UNIMAS) and pursued a role as a Senior Lecturer of Industrial Relations and Labour Studies at the Faculty of Social Sciences and Humanities teaching labour and industrial relations laws, negotiation and trade unions. He has also taught industrial relations and labour laws at Univeristi Malaysia Sabah. A strong educational professional having a doctorate in industrial relations and human resource management from Victoria University, Melbourne, he is also a certified trainer with the Human Resources Development Corporation (HRDC), Ministry of Human Resources.



**MR PHANG PIN**, is a Senior Assistant Director, Department of Labour Sarawak is currently attached to the Enforcement Division, Department of Labour Headquarters. His role mainly monitoring on labour cases, investigation and prosecution, processing applications of labour permits and private employment agencies licence.

He has worked with the Department of Labour Sarawak since 2005 and has also served as the Assistant Director of Labour at Labour Office Kuching from 2005 to 2015, Labour Office Sibu from 2015 to 2017. During his tenure at these Labour Office Mr Phang was responsible in the enforcement of various labour laws including Labour Ordinance (Sarawak Cap. 76), National Wages Consultative Council Act 2011 Minimum Retirement Act 2012, Private Employment Agencies Act 1981, etc.

Mr Phang Pin holds Bachelor of Science (Human Resources Development) from Universiti Putra Malaysia in 2004 and has been actively conducting trainings and briefing on labour and employment issues with various institutions including Universiti Malaysia Sarawak, Human Resources Development Cooperation, Chinese Chamber of Commerce, Department of Labour and other government and private agencies



**DAYANG JAMILLAH BT TUN ABG MUHD SALAHUDDIN** obtained her Bachelor of Laws (LL.B) (Hons) degree from the International Islamic University Malaysia (IIUM) and had also been admitted as an Advocate and Solicitor in the High Court of Sabah and Sarawak in Sarawak. She has amassed quite vast skills and knowledge pertaining to multi-tasking job having work experiences in both private and public sectors namely: ZHB Hijrah Travel Sdn Bhd; the State Attorney General's Chambers; Sarawak; the State Financial Secretary's Office, Sarawak; Naim Cendera Sendirian Berhad; and Messrs. Lai & Company, Advocates. Whilst serving the State Civil Service in the State Attorney General's Chambers, she handled cases and attended Court matters involving the State Government and/or any related Government Departments particularly land issues i.e., Native Customary Rights and Land Reference cases. She is also a certified trainer under the Human Resources Development Corporation (HRDC) and has been conducting trainings for MEF in Sarawak.

## WHO SHOULD ATTEND?

- Human Resources Executive
- Industrial Relation Managers
- Business Owners
- Human Resources/Industrial Relations Officers

### Course Fees:

RM 1,290 per pax  
(including SST)

*Special Introductory Price*

**SCHEME CODE :**

**HRD Corp Claimable Courses : SKIM BANTUAN  
LATIHAN KHAS (HRD CC)  
payable to MEF**

## REGISTRATION

Workshop on Using the Right Methods of Implementing Core Provisions  
of Labour Ordinance (Sarawak Cap.76)

### MODULE 1 ~ ONLINE SESSION

**DATE: 18 DECEMBER 2023**

**TIME: 2:30 PM – 5:00 PM**

### MODULES 2 - 4 ~ PHYSICAL

**DATE: 19 & 20 DECEMBER 2023**

**TIME: 8:30 AM – 5:00 PM**

**VENUE: MEF SARAWAK TRAINING  
ROOM, DUBS COMMERCIAL  
COMPLEX, JALAN PETANAK  
KUCHING**

*Registration Link:*

<https://forms.office.com/r/hJdTUxFpur>

Registration QR Code



**For any further enquiries please email or call:**

(Admin)

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Nurul Ain – 082-405 213

Dayang Jamillah – (082 – 405 212)