
CONTENTS

1.0 EXECUTIVE SUMMARY **1**

2.0 ANALYSIS METHODOLOGY **19**

PART 1 : ANALYSIS OF COLLECTIVE AGREEMENTS

3.0 PROFILE **23**

3.1	Collective Agreement (CAs) Distribuiton - by Union	25
3.2	Collective Agreement (CAs) Distribution - by Industry	27
3.3	Collective Agreement (CAs) Distribution - by Location	29
3.4	Collective Agreement (CAs) Distribution - by Effective Date.....	31
3.5	Collective Agreement (CAs) Distribution - by Expiry Date	31

4.0 SALARY ADJUSTMENT, ANNUAL INCREMENT, BONUS & SALARY STRUCTURE **35**

4.1	Type of Across the Board (ATB) Salary Adjustment.....	37
4.2	Average Across the Board (ATB) Salary Adjustment	42
4.3	Salary Structure	47
4.4	Type of Bonus	51
4.5	Contractual Bonus	55
4.6	Discretionary Bonus.....	59
4.7	Elements of Productivity or Performance in CAs	63
4.8	Criteria for Element of Productivity or Performance for Annual Increment and Bonus.....	72

5.0 TERMS OF EMPLOYMENT **81**

5.1	Probation Period	83
5.2	Extension of Probation Period	87
5.3	Number of Months for Extension of Probation Period.....	91
5.4	Number of Working Days per Week for Office/Non Shift Employees	95
5.5	Total Working Hours for Office/Non Shift Employees.....	99
5.6	Number of Working Days for Production/Shift Employees.....	103
5.7	Total Working Hours for Production/Shift Employees	107
5.8	Rest Day for Office/Non Shift Employees vs. Production/Shift Employees	111
5.9	Provision of Friday Prayer (including lunch hour)	119
5.10	Public Holidays Gazetted by Federal and States Governments	123
5.11	Shift Cycles	127

5.12	Rate of Overtime (work in excess of normal working hours) for Normal Working Days .	132
5.13	Rate of Overtime (work in excess of normal working hours) for Rest Day, Public Holiday and Off Day	136
5.14	Notification of Retrenchment to Union	140
5.15	Notification of Retrenchment to Employees	144
5.16	Retrenchment Benefit	148
5.17	Contractual Retirement Age	158
5.18	Types of Retirement Benefits	167
5.19	EPF Contribution above the Employer's Statutory Rate	172
5.20	Basis of Granting Gratuity.	176
5.21	Amount of Gratuity - based on days of last drawn salary	181
5.22	Amount of Gratuity - based on months of last drawn salary	185

6.0 ALLOWANCES & BENEFITS 189

6.1	Shift Allowance	191
6.2	Overtime (OT) Meal Allowance	207
6.3	Call-back Allowance	215
6.4	Fixed Transportation Allowance	219
6.5	Car Mileage Reimbursement/Claim	223
6.6	Motorcycle Mileage Reimbursement	227
6.7	Meal Subsidy (Meal allowance)	231
6.8	Special Relief Allowance	236
6.9	Cost of Living Allowance (COLA)	240
6.10	Attendance Incentive Allowance	244
6.11	Outstation Allowance (without lodging)	248
6.12	Outstation : Accommodation Allowance (Within Malaysia)	253
6.13	Personal Accident Insurance	257
6.14	Life Insurance	261
6.15	Funeral Expenses	265
6.16	Transfer Allowance	269
6.17	Acting Allowance	273
6.18	Uniform and Shoes Allowance	278
6.19	Laundry Allowance	282
6.20	Employee's Medical Benefits	286
	6.20.1 Employee's Outpatient/Non Hospitalisation Benefits	286
	6.20.2 Payment for Employee's Outpatient/Non Hospitalisation Benefits	291
6.21	Employee's Hospitalisation Benefits	296
	6.21.1 Employee's Hospitalisation Benefits	296
	6.21.2 Payment for Employee's Hospitalisation Benefits	301
6.22	Outpatient/Non Hospitalisation Benefits to Employee's Dependants	306
6.23	Hospitalisation Benefits to Employee's Dependants	310

7.0 LEAVES ENTITLEMENT **315**

7.1	Paid Sick Leave Entitlement	317
	7.1.2 Recommendations of Paid Sick Leave	328
7.2	Paid Prolonged Illness Leave	333
	7.2.1 Paid Prolonged Illness Leave Entitlement	333
7.3	Paid Annual Leave	338
	7.3.1 Annual Leave Entitlement	338
	7.3.2 Number of Days Required to Apply for Annual Leave	345
	7.3.3 Accumulation of Annual Leave	349
7.4	Paid Maternity Leave and Special Maternity Benefit	353
	7.4.1 Paid Maternity Leave	353
	7.4.2 Special Maternity Benefit	357
7.5	Paid Paternity Leave	361
7.6	Paid Marriage Leave	365
7.7	Paid Bereavement/ Compassionate Leave	369
	7.7.1 Paid Bereavement/Compassionate Leave.....	369
	7.7.2 Paid Compassionate Leave: Death of Employee's Next-of-Kin.....	373
	7.7.3 Paid Compassionate Leave: Critical/ Serious Illness of Next-of-Kin.....	377
7.8	Paid Calamity Leave	381
7.9	Paid Trade Union Leave	385
7.10	Paid Study/ Examination Leave	389
7.11	Paid Pilgrimage/Haj Leave.....	393
7.12	Paid Industrial Accident Leave.....	397

PART 2 : ANALYSIS OF AWARDS ON TERMS & CONDITIONS OF EMPLOYMENT

8.0 AWARDS ON TERMS & CONDITIONS OF EMPLOYMENT **401**

8.1	Profile	403
8.2	Types of Award on Terms & Conditions of Employment	406
8.3	Across the Board (ATB) Salary Adjustment for Awards decided by the Industrial Court.....	408
8.4	Awards Decided by the Industrial Court for Salary Structure.....	409
8.5	Across the Board (ATB) Salary Adjustment for Consent Award.....	410

9.0	INDUSTRIAL COURT AWARDS: OTHER ARTICLES IN DISPUTE BEFORE INDUSTRIAL COURT	411
9.1	Award No. 48 of 2015 (Kesatuan Pekerja Mafipro Sdn Bhd v. Mafipro Sdn Bhd)	413
9.2	Award No. 161 of 2015 (Continental Tyre PJ Malaysia Sdn Bhd Management Staff Association (COMSA) v. Continental Tyre PJ Malaysia Sdn Bhd)	415
9.3	Award No. 255 of 2015 (Non Metallic Mineral Workers, Peninsular Malaysia v. O.P. Industries (M) Sdn. Bhd.)	421
9.4	Award No. 718 of 2015 (National Union Of Transport Equipment And Allied Industries Workers v. PEPS-JV (M) Sdn Bhd)	423
9.5	Award No. 942 of 2015 (Paper and Paper Products Manufacturing Employees’ Union v. Polypus Packages Sdn Bhd)	425
9.6	Award No. 1120 of 2015 (National Union of Employees in Companies Manufacturing Rubber Products v. Ansell NP Sdn Bhd)	430
9.7	Award No.: 1162 of 2015 (Subang Jaya Hotel Development Sdn. Bhd. (Dorsett Grand Subang) v. National Union of Hotel, Bar & Restaurant Workers’, Peninsular Malaysia)	433
9.8	Award No. 1225 of 2015 (National Union of Hotel, Bar & Restaurant Workers’, Peninsular Malaysia v. Langkawi Airport Hotel Sdn Bhd (Hotel Helang))	434

PART 3 : COMPARISON OF SALARIES IN CA, 2015 - BY INDUSTRY & BY UNION

10.0 COMPARISON OF SALARIES IN CA, 2015 435

10.1.1	Association/ Trade Union - Union of Employees in Trade Union (UETU)	437
10.2.1	Air Transportation - Airlines Workers Union Sarawak (AWUS)	438
10.3.1	Air Transport - Air Transport Workers' Union Sabah (ATWUS)	443
10.3.2	Air Transport - In-House Union (Executives), Sabah	448
10.3.3	Air Transport - In-House Union (Non-Executives), Peninsular Malaysia	449
10.4.1	Airport Services - In-House Union (Non-Executives), Peninsular Malaysia	451
10.4.2	Airport Services - In-House Union (Non-Executives), Sabah	452
10.5.1	Automotive Industry - In-House Union (Non-Executives), Peninsular Malaysia	454
10.6.1	Beverage Industry - Beverage Industry Executives Union (BIEU)	458
10.6.2	Beverage Industry - Beverage Industry Executives Union (BIEU) - Annual Increment based on Performance	459
10.6.3	Beverage Industry - Union of Beverage Industry Workers (UBIW)	460
10.6.4	Beverage Industry - National Union of Drink Industry Workers (NUDIW), Peninsular Malaysia	461
10.7.1	Banking Industry - National Union of Bank Employees (NUBE)	462
10.7.2	Banking Industry - In-House Union (Executives), Peninsular Malaysia	462
10.7.3	Banking Industry - Sabah Banking Employees' Union (SBEU)	463
10.7.4	Banking Industry - Sarawak Banking Employees' Union (SWBEU)	463
10.7.5	Banking Industry - Kesatuan Pegawai-pegawai Bank, Sabah (KPPBS - EXE)	463
10.8.1	Cement Industry - Cement Industry Employees' Union (CIEU)	464
10.9.1	Chemical Industry - In-House (Non-Executives), Peninsular Malaysia	468
10.9.2	Chemical Industry - Chemical Workers' Union of Malaya (CWUM)	470
10.10.1	Club Industry - Sarawak Club Employees' Union (SWCBEU)	472
10.10.2	Club Industry - Club Employees Union (CEU), Peninsular Malaysia	473
10.11.1	Commercial - National Union of Commercial Workers (NUCW)	481
10.11.2	Commercial - Sabah Commercial Employees' Union (SBCEU)	485
10.11.3	Commercial - Sarawak Commercial Employees' Union (SCEU)	486
10.11.4	Commercial - In-House Union (Non-Executives), Peninsular Malaysia	487
10.12.1	Education - In-House Union (Non Executives), Peninsular Malaysia	488
10.12.2	Education - In-House Union (Executives), Peninsular Malaysia	491
10.13.1	Electronics Industry - In-House Union (Non-Executives), Peninsular Malaysia	492
10.14.1	Electronics Industry - Electronics Industry Employees Union (EIEU), Southern Region, Peninsular Malaysia	495
10.15.1	Electrical Industry - Electrical Industry Workers' Union (EIWU), Peninsular Malaysia	496
10.16.1	Food Industry - In-House Union (Non Executives), Peninsular Malaysia	500
10.16.2	Food Industry - In-House Union (Non Executives), Peninsular Malaysia (based on performance)	502

10.16.3	Food industry - Food Industry Employees' Union (FIEU)	504
10.17.1	Hotel & Restaurant industry - National Union of Hotel, Bar & Restaurant Workers (NUHBRW)	508
10.18.1	Port Ancillary Services Industry - Union of Employees of Port Ancillary Services Supplier, Port Kelang (UEPASS)	511
10.19.1	Medical & Health Service - Union of Employees in Private Medical Health & Services (UEPMHS), Peninsular Malaysia	512
10.20.1	Metal Industry - Metal Industry Employees' Union (MIEU)	516
10.21.1	Mineral Industry - National Union of Industrial Mineral Smelting Workers' Union of Federation of Malaya (NUIMSW)	523
10.22.1	Newspaper/ Journalism Industry - In-House Union (Non-Executives)	524
10.22.2	Newspaper/ Journalism Industry - National Union of Newspaper Workers (NUNW)	525
10.23.1	Non-Metallic Mineral Products Manufacturing Industry - Non-Metallic Mineral Products Manufacturing Employees' Union (NMMPMEU), Peninsular Malaysia	526
10.24.1	Paper & Paper Products Manufacturing industry - Paper & Paper Products Manufacturing Employees Union (PPPMEU), Peninsular Malaysia	533
10.25.1	Petroleum & Chemical Industry - In-House (Non-Executives), Sarawak	537
10.25.2	Petroleum & Chemical Industry - National Union of Petroleum & Chemical Industry Workers' Union (NUPCIW), Peninsular Malaysia	539
10.26.1	Port Services - In-House Union (Executives), Peninsular Malaysia	550
10.26.2	Port Services - In-House Union (Non-Executives), Peninsular Malaysia	551
10.27.1	Printing Industry - Printing Industry Employees' Union (PIEU), Peninsular Malaysia	553
10.28.1	Rubber Products Manufacturing Industry - National Union of Employees in Companies Manufacturing Rubber Products (NUECMRP), Peninsular Malaysia	557
10.29.1	Textile & Garment Industry - In-House Union (Non-Executives), Peninsular Malaysia	558
10.29.2	Textile & Garment industry - Textile & Garment Industry Workers' Union (TGIWU)	559
10.30.1	Timber Industry - Timber Employees' Union (TEU), Peninsular Malaysia	560
10.31.1	Tobacco Industry - National Union of Tobacco Industry Workers (NUTIW)	565
10.32.1	Transportation Industry - Transport Workers Union (TWU), Peninsular Malaysia	566
10.33.1	Transport Parts Manufacturing Industry - National Union of Transport Equipment & Allied Industries Workers (NUTEAIW), Peninsular Malaysia	567
10.33.2	Transport Parts Manufacturing Industry - In-House Union (Non Executives), Peninsular Malaysia	571
10.34.1	Utilities Industry - In-House Union (Non-Executives), Peninsular Malaysia	582
10.34.2	Utilities Industry - In-House Union (Executives), Peninsular Malaysia	583

LIST OF COLLECTIVE AGREEMENTS IN 2015 - BY COGNISANCE NO.	585
LIST OF COLLECTIVE AGREEMENTS IN 2015 - BY INDUSTRY	597
LIST OF COLLECTIVE AGREEMENTS IN 2015 - BY UNION ID	609
LIST OF UNIONS COVERED IN ANALYSIS	621