



HANDLING MISCONDUCT RELATING TO ABSENTEEISM (ONLINE)

In an era where online interactions define our professional landscape, mastering the art of handling misconduct related to absenteeism is pivotal for success. Join our exclusive online seminar designed to empower you with the tools to address and mitigate absenteeism-related misconduct.

SPECIAL SPEAKER:

MR GOH SENG WING

FORMER SENIOR CONSULTANT - INDUSTRIAL RELATIONS WITH MEF



TUESDAY

FEBRUARY 20TH 2024



START AT

09:00AM - 5:00PM



ONLINE

COURSE FEES

RM 700.00 PER PAX

INCLUDING SST

**(HRD Corp Claimable Courses/ payable to
MEF Academy)**

INTRODUCTION/OBJECTIVES

Employee absenteeism poses a substantial threat to organizational productivity and burdens employers. It disrupts schedules, dampens morale, and can lead to conflicts, straining workplace relations.

During the COVID-19 pandemic, absenteeism has surged, fueled by reasons like travel restrictions and the preference for remote work. This training addresses the heightened challenge, providing participants with essential strategies for handling misconduct related to absenteeism.

Effective management action is essential to minimize absenteeism's impact. The training covers control methods targeting misuse of work systems, emphasizing fair treatment for genuine reasons or reasonable excuses for absence. Join us to acquire practical tools for successfully managing absenteeism-related misconduct in today's professional landscape.

FOR ANY EQUIRIES, PLEASE CALL US :

03 7498 7262 / 03 7498 7237

Pn Nazlina (nazlina@mef.org.my)

Ms Nadia (nadia@mef.org.my)

Pn Roszana (roszana@mef.org.my)

Ms Nadia 019 216 1636/ MS Musfirah 019 633 0292

PLEASE CLICK TO REGISTER : <https://forms.office.com/r/dwFJUKGi3l>



TOPICS COVERED

Part I - Managing Leave

- What is leave?
- The right to take leave
- The authority to grant leave
- Applying & approval of leave
- Sick leave eligibility under Employment (Amendment) Act 2022
- Abuse of sick leave

Part II - Managing Absenteeism

- Provisions in EA 1955 relating to absence
- Absence on medical/COVID-19 Pandemic grounds
- Absence due to strike
- Absence causing frustration of contract

Part III - Absenteeism Control Methods

- Costs of absence
- Calculating Absence Rate
- Preventive measures
- Awareness programme and Communications
- Health care programme
- Programmes against Addiction in the workplace
- Work organization
- Good attendance schemes
- Flexitime
- Data Collection & interpretation
- Dissemination of Information
- Setting norms
- Disciplinary Action

LEARNING OBJECTIVES

The objective of this training is to study:

- (i) The nature of absenteeism in Employment;
- (ii) The causes of absenteeism;
- (iii) Effective handling of absenteeism through disciplinary actions and various absenteeism control methods.

WHO SHOULD ATTEND ?

All personnel (e.g. HOD, Manager, Team Leaders, Executive & Supervisor) involved in handling human resources / industrial relations functions including Line Managers and Supervisors involving in supervision & control of employees.

EXPERIENCED TRAINER



Mr. Goh Seng Wing is a former Senior Consultant in Industrial Relations with the Malaysian Employers Federation. He served as the Deputy Director General of Labour at the Labour Department, Semenanjung Malaysia, and as a former Senior Director at the Department of Industrial Relations, Malaysia.

Mr. Goh Seng Wing holds a Master's Degree in Human Resources Management and possesses extensive experience in interpreting employment laws in Malaysia. He specializes in developing and reviewing company Human Resources Policies and Employee Handbooks.

Additionally, he has edited the MEF publication titled "The Practical Guide on Compliance with the Employment Act of Malaysia."

FOR ANY EQUIRIES, PLEASE CALL US :

- 03 7498 7262 / 03 7498 7237
- Pn Nazlina (nazlina@mef.org.my)
- Ms Nadia (nadia@mef.org.my)
- Pn Roszana (roszana@mef.org.my)
- Ms Nadia 019 216 1636 / Ms Musfirah 019 633 0292

PLEASE CLICK TO REGISTER : <https://forms.office.com/r/dwFJUkGi3i>