



HANDLING MISCONDUCT RELATING TO ABSENTEEISM

12 AUG. 2025 | 9.00AM - 5.00PM | MEF PENANG BRANCH

Absence of employees from work affects productivity of an organisation and is a burden to employers. The employee's absences from work would upset working schedules and affect the morale of other employees in the organisation. It can also cause conflicts and adversely affect human relations in employment.

The Management must initiate action to prevent or at least minimize absenteeism through the various control methods which the participants of this training will learn on Handling Misconduct Relating to Absenteeism. The absenteeism control measures practiced by the employers are targeted on employees who are abusing the work system and facilities available in employment. It should be undertaken in such a manner that it would not penalize employees who are absent with genuine reasons or reasonable excuses.

Who Should Attend

- All personnels (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

Learning Outcomes

- The nature of absenteeism in Employment;
- The causes of absenteeism;
- Effective handling of absenteeism through disciplinary actions and various absenteeism control methods.

RM 1200.00*

(Price Inclusive of 8% SST)

*Course fee is claimable under HRDC

Course Registration



<https://forms.office.com/r/XH9bxHWhgg>



adminmefa@mef.org.my



03-7498 7242 / 016 - 254 1844

Course Structure

DAY 1	Time	Agenda
Module 1	9am – 10.30 am	Part I - Managing Leave <ul style="list-style-type: none"> • 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
	10:30am – 10:45 am	<ul style="list-style-type: none"> • Tea break
Module 2	10:45 am – 1pm	Part II - Managing Absenteeism <ul style="list-style-type: none"> • Provisions in EA 1955 relating to absence • Absence on medical/COVID-19 Pandemic grounds • Absence due to strike • Absence causing frustration of contract
	1:00 pm – 2:00 pm	<ul style="list-style-type: none"> • Lunch
Module 3	2pm – 5pm *15 minutes break	Part III - Absenteeism Control Methods <ul style="list-style-type: none"> • 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

