



HANDLING MISCONDUCT RELATING TO ABSENTEEISM

20 NOV 2026 | 9.00AM - 5.00PM | MEF ACADEMY

Course Overview

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 minimize absenteeism through the various control methods which the participants of this training will learn. The absenteeism control measures practiced are targeted on employees who are abusing the work system and facilities available. 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

- Top Management
- Department Managers
- Supervisors
- Team Leaders
- HR Professionals

Learning Outcomes

- Understand the nature and definition of absenteeism at work as well as consequences
- Recognize causes of absenteeism and how to mitigate them appropriately
- Implement effective measures to deter this behavior through disciplinary actions
- Learn strategies to promote attendance at work

Course Registration :



<https://forms.office.com/r/UxHufCH5q8>

RM1,000*

(Price Inclusive of 8% SST)

HRDC Claimable*

Trainer Profile



KIRANRAJ A/L SEGGERAN

Kiranraj is a dynamic consultant at MEF, with a sharp legal acumen and a passion for delivering exceptional results. He was admitted as an Advocate and Solicitor of the High Court of Malaya and holds a Bachelor of Laws (Hons) from UM. Starting his career at Messrs. Presgrave & Matthews, Kiranraj quickly advanced from pupillage to Legal Associate. He then became a Senior Legal Associate at Messrs. Esther Ong Tengku Saiful & Sree before joining MEF. With a specialization in Civil and Commercial Litigation, Kiranraj brings a wealth of experience and a fearless, strategic approach to resolving complex legal challenges. His practice spans a wide array of areas, including contract disputes, employment matters and employment termination in both the private sector and statutory bodies. Kiranraj is a trusted advisor to public listed companies, directors, and professionals, guiding them through the intricacies of employment regulatory and compliance issues.

Time	Agenda
8:30am - 9:00am	Registration
9:00am - 10:30am	MODULE 1 : • Definition of Leave • Right to Leave • Authority to Grant Leave • Applying & Approval of Leave • Sick Leave Eligibility • Abuse of Sick Leave
10:30am - 10:45am	Break
10:45am - 1.00pm	MODULE 2 : • Managing Absenteeism • Provision in EA 1955 • Absence on Medical Grounds • Absence due to Strike • Absence (Frustration of Contract)
1.00pm - 2.00pm	Lunch Break
2.00pm - 3:30pm	MODULE 3 : • Cost of Absence • Absence Rate • Preventive Measures • Awareness Programs • Healthcare Programs • Substance Abuse Programs
3.30pm - 3.45pm	Coffee Break
3.45pm - 5:00pm	MODULE 4 : • Work Organization • Attendance Scheme & Rewards • Flexible Work Schedule • Data Collection & Interpretation • Dissemination of Information • Setting Norms • Disciplinary Actions