



HANDLING MISCONDUCT RELATING TO ABSENTEEISM

7 APR 2026 | 9.00AM - 5.00PM | MEF ACADEMY, PJ

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

- All department leaders
- Executives
- Line manager / supervisors
- legal & compliance staff

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/aBiXedWtfF>

RM1,300*

(Price Inclusive of 8% SST)
HRDC Claimable*



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Course Structure

DAY 1	
8:30am - 9:00 am	Registration
9:00am - 10:30 am	MODULE 1: <ul style="list-style-type: none"> • Definition of leave • Rights to leave • Authority to grant leave • Applying & approval of leave • Sick leave eligibility • Abuse of sick leave
10.30am - 10:45 am	Break
10:45am - 1.00 pm	MODULE 2: <ul style="list-style-type: none"> • Managing absenteeism • Provisions in EA 1955 • Absence on medical grounds • Absence due to strike • Absence causing frustration to contact
1.00pm - 2.00 pm	Lunch Break
2.00pm - 3:30 pm	MODULE 3: <ul style="list-style-type: none"> • Costs of absence • Absence rate • Preventive measures • Awareness programs • Health care programs • Substance abuse programs
3.30 - 5.00 pm	MODULE 4: <ul style="list-style-type: none"> • Work organization • Good attendance schemes & rewards • Flexible working schedule • Data collection & interpretation • Dissemination of information • Setting norms • Disciplinary actions
5.00 pm	Session Ends

Trainer Profile



SACHA MARIA ALOYOUS ALFRED

In 2014, Sacha achieved a Second Upper LLB (Hons) from the University of Hertfordshire and went on to obtain the Certificate in Legal Practice. Whilst doing so, she completed internships at Dennis Nik & Wong, Raja Darryl & Loh and Adnan Sundra & Low, besides working as a paralegal in Raja Darryl & Loh. Engaging actively in mootings throughout her university tenure, Sacha won all the competitions she signed up for in her final year, eventually being titled the "best mooter". She then completed her pupillage at Azim Tunku Farik & Wong in 2018 and was called to the Bar in January 2019 as an advocate and solicitor.

Sacha commenced practice in general litigation, employment law and industrial relations at a boutique firm in KL before joining Dharmen Sivalingam & Partners in 2020, practicing in these areas as well as others. In doing so, she has been actively involved in representing companies of all sizes.



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