

HANDLING MISCONDUCT RELATING TO ABSENTEEISM (*ONLINE*)



PERSEKUTUAN MAJIKAN-MAJIKAN MALAYSIA
MALAYSIAN EMPLOYERS FEDERATION



25 October 2023

9.00am – 5:00 pm

Online training

Course Fees:

RM700.00 p/pax

(including SST)

*HRD Corp Claimable Courses /payable to MEF
Academy*

HANDLING MISCONDUCT RELATING TO ABSENTEEISM (ONLINE)

INTRODUCTION / OBJECTIVES

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.

Absenteeism is reported to be on the increase during the COVID-19 Pandemic with employees' excuses such as unable to travel interstates/districts, close contact to COVID-19 positive persons, need to self-quarantine, safer to work from home etc.

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.

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.

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

TRAINING METHODOLOGY

- Lectures /Interactive Discussions/Case Studies

HANDLING MISCONDUCT RELATING TO ABSENTEEISM (*ONLINE*)

WHO SHOULD ATTEND?

- All those involved in handling human resources and industrial relations functions including Line Managers & supervisors.

PLEASE SCAN TO REGISTER

<https://forms.office.com/r/dkn3D4yLbM>

Course Fee & Enquiries

Course fee of RM700 inclusive SST /per participant. **03-79557778 Nazlina ext. 137**
nazlina@mef.org.my; **Roszanariah ext. 144**
roszana@mef.org.my

EXPERIENCED TRAINER



Mr. Goh Seng Wing is a former Senior Consultant – Industrial Relations with the Malaysian Employers Federation. A former Deputy Director General of Labour, Labour Department, Semenanjung Malaysia and a former Senior Director, Department of Industrial Relations, Malaysia.

Mr. Goh Seng Wing holds a Master Degree in Human Resources Management. He has extensive experience in the interpretation of the employment laws in Malaysia, in the developing and review of company Human Resources Policy and Employee Handbooks. He has edited the MEF publication entitled “The Practical Guide on Compliance with the Employment Act of Malaysia”.