

Handling Misconduct Relating To Absenteeism (ONLINE)



17 February 2022 (1 day)

9:00 am – 5:00 pm

Online Training

HRDF Claimable / SBL Khas Scheme

Course Fee

RM 700 includes SST/ per participant

Trainer

Goh Seng Wing is a Senior Consultant – Industrial Relations with Malaysian Employers Federation since 2004. He is the former Deputy Director General of Labour, Semenanjung Malaysia, and the former Senior Director, Department of Industrial Relations, Malaysia. He has extensive experience in handling disciplinary matters in employment including misconduct relating to absenteeism. He has wide knowledge in the interpretation of the employment laws.

PLEASE SCAN TO REGISTER



Or can use this link to register:

<https://forms.office.com/r/pEq39Nsbej>

INTRODUCTION

Absence of employees from work affects productivity of an organisation and is a burden to employers. The absence of employees 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 this COVID-19 Pandemic with 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.

Absenteeism can be managed and controlled even during this period of COVID-19 Pandemic. In order to handle absenteeism effectively, employers have to determine the reasons or excuses for the employees' absence.

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.

The training should be able to assist the employers to make decision in the choice of absence control methods to prevent or minimize absenteeism to overcome the problems caused by absenteeism in employment.

LEARNING OBJECTIVE

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 and supervision & control of employees.

COURSE OUTLINE

Part I - Managing Leave

- What is leave?
- The right to take leave
- The authority to grant leave
- Applying & approval of leave
- Sick leave eligibility
- 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

Further information contact : 03-79557778 Nazlina (ext. 137)
email: nazlina@mef.org.my; Roszanariah (ext. 144) email :
roszana@mef.org.my;