



ALL ABOUT WAGES

March 17, 2021

**SBL-KHAS
SCHEME** April 12, 2021 (Monday) 9.00 am – 5.00 pm WEBINAR VIA ZOOM

WORKSHOP CONTENTS

- Definition of Employee and Wages
- Minimum Wage Order
- Monthly Rated Employee
- Ordinary Rate of Pay (ORP)
- Payment For Work Done
- Calculation of Wages
 - Overtime / Maternity Allowance, etc.
- Wages Calculation
 - Unpaid Leave / Absenteeism
 - Proportionate Wages
- Employment / Termination
 - Layoff Benefits
- Payment of Wages and System
- Deduction of Wages
- Court Awards – Wage Disputes

WHO SHOULD ATTEND

HR Managers, Admin Managers, Executives, Officers

**TRAINER****CLAIMABLE**

Mr. K. Kesavan holds a Masters in HR Management - OUM, Bachelor Degree in Humanities - USM and a Diploma in IR - University Malaya. He joined the public sector in 1997 as an Enforcement Officer with the MDTCA and later as an IR Officer attached to the IR Dept., MoHR where he served for 10 years. He was then transferred to the Enforcement Division, JTK, MoHR as the Deputy Director and subsequently served the Labour Policy Division as the Principal Assistant Secretary before retiring in 2017. Currently he is FMM's HRIR Advisor based in KL. He was actively involved in the formulation/revision of various Labour Laws in-line with TPPA and revisions of MW Order, CYP and MRA Acts while serving with MoHR. During his time with the MoHR, he has facilitated Seminars in Labour Legislations such as the EA, IRA, TU Act, NWCC Act, MRA Act and conducted training in areas such as EA, Misconduct, DI, Sexual Harassment, Collective Bargaining and CAs.

Registration Deadline: April 05, 2021

REGISTRATION FORM

Dear Sir/Madam,

Please register the following participants for the above Workshop :

1. Name _____
Designation _____
2. Name _____
Designation _____

(Please attach a separate list if space is insufficient)

Submitted by:

Name: _____
 Designation: _____
 Company: _____
 Address: _____
 Tel No.: _____ Fax No.: _____
 M/ship No.: _____ Email: _____

We hereby confirmed that:

- We **will be claiming** under SBL-Khas Scheme and full payment would be made to Federation of Malaysian Manufacturers in the event that no disbursement from HRDF under any circumstances.
- We **will NOT be claiming** under SBL-Khas Scheme. Enclosed cheque/bank draft No. _____ for RM ____ being payment made for ____ participant(s) made in favour of **Federation of Malaysian Manufacturers**.

(Please tick (✓) in the appropriate box)

ADMINISTRATIVE DETAILS

Venue : ZOOM

Fees : **FMM Members – RM 477.00 per participant**
Non-Members – RM 636.00 per participant

- Fee stated above is Inclusive of Service Tax @ 6%
- Fee include Course Materials & Certificate of Attendance

Attendance is by prior written registration only. Registration Form must be completed and returned to FMM Perak.

REGISTRATION :

- Upon **Faxing / Mailing** the completed **Registration Form** to FMM Perak, you are **deemed** to have read and **accepted** the terms and conditions. The course would also be **deemed** as **confirmed** unless informed otherwise.
- For SBL-Khas Scheme, **grant approval** must be forwarded to FMM Perak at least **3 days** before the webinar date.

PAYMENT :

- **Cheques** made in favour of 'Federation of Malaysian Manufacturers' should be forwarded to **FMM Perak**.
- For **SBL-KHAS Scheme**, an **Attendance of 100%** is a **MUST**; in any case, **employers will be billed** in full.

CANCELLATION :

- Must be in Writing with Reasons
- 7 days before the course – **No payment charged**
- 3 – 6 days before the course – **50% payment charged**
- < 3 days before the course – **Full payment charged**
- **Participants who did not turn-up will be charged full payment.**
- Replacements can be accepted at no additional cost.

Disclaimer :

The FMM Perak **reserves the right** to change the facilitator, date and to vary / cancel the programme should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.