



THE REAL HR CASES

SABAH & SARAWAK LABOUR ORDINANCE & AMENDMENT ACT 2025 WORKSHOP

100% HRDC Claimable

19 OCT 2026 | ONLINE & F2F

Zoom - RM 999

UCSI Hotel Kuching - RM 1,399

RMM100 off for group of 4 & above



20+ Free HR
templates provided



Access to join our
HR community



Free future training
support



Certificate
Provided



8:45am - 9am | Registration

Module 1 - Understanding the Ordinances & 2025 Amendments

- Employee coverage, key changes, employer responsibilities.

Module 2 - Employment Contracts & HR Policies

- Employment terms, probation, contractual benefits and updating policies.

Module 3 - Working Hours, Overtime & Wage Administration

- Working schedules, rest days, public holidays, overtime eligibility, wage payments and deductions. Case

Module 4 - Leave & Employee Protection

- Annual leave, sick and hospitalisation leave, maternity and paternity protection, flexible working arrangements, discrimination and sexual harassment.

Lunch - 12:30pm - 1:30pm

Module 5 - Misconduct, Absenteeism & Poor Performance

- Distinguishing misconduct from performance issues; investigation, show-cause letters, domestic inquiry and documentation.

Module 6 - Resignation, Termination & Labour Complaints

- Notice, payment in lieu, final wages, retrenchment considerations and preparing records for Labour Department proceedings.

Tea Break - 3pm - 3:15pm

Module 7 - Non-resident employees

- Applicable employment licences, employer responsibilities and reporting requirements in Sabah and Sarawak.

Module 8 - Retrenchment and business closure

- Required notifications, benefit eligibility and the distinction between retrenchment and dismissal. add these two and give me the revised version

5pm | End

Course Overview

A practical, case-based workshop on applying the Sabah and Sarawak Labour Ordinances and their 2025 amendments to everyday HR decisions. Participants will examine workplace scenarios, practise calculations and identify improvements to employment contracts and HR policies.

Target Participants

HR professionals, payroll personnel, business owners, managers, supervisors and staff responsible for employment compliance in Sabah and Sarawak.

Methodology

- Practical legal explanations
- Real workplace scenarios & case studies
- Interactive discussions
- Landmark case & practical guidance
- Q&A

Learning Objectives

- Understand key amendments.
- Apply relevant requirements on wages, working hours and leave.
- Handle disciplinary matters and employment exits legally.
- Identify compliance requirements for non-resident employees and **retrenchment**.
- Improve employment contracts, HR policies and documentation.

Benefits Included:

- ✓ Certificate of Completion
- ✓ Hyatt Buffet Lunch & 2 Tea Breaks
- ✓ Full Training Materials
- ✓ Free Access to HR Community Group
- ✓ Free Training Support
- ✓ **100% HRDC Claimable** with 0% Upfront Payment



Puan Noorul Jannah, an expert in HR / IR & employment law with a LLB (Hons) from MARA University of Technology. Currently the **Senior Assistant Labour Director at JTK in Negeri Perak Labour Office, (Ministry of Human Resources)**, Noorul brings extensive practical experience in labor law enforcement, mediation, and workplace compliance. **Accredited by HRD Corp**, she has a proven track record of delivering engaging and insightful training on Malaysian employment law.

CLICK HERE TO REGISTER

