

Reducing Manpower Cost

9.00am - 5.00pm



DZULFADHLI BIN LAMIN

Lead Consultant, MECA



RACHEL TAN

Lead Consultant, MECA



JASSMINE JOSEPH

Consultant, MECA



**4 - 5
MAR**

KL

Sheraton Petaling Jaya Hotel

**13 - 14
MAY**

PENANG

AC by Marriott Penang

**20 - 21
MAY**

JB

Renaissance Johor Bahru Hotel

Training Fee

MECA Member	RM 2300	PER PAX PER COURSE	including 6% SST
Non-Member	RM 2600	PER PAX PER COURSE	including 6% SST

*Prices are inclusive of 6% SST

*Employers contributing to HRDCorp may claim the seminar rate subject to a maximum of RM 1300 / day / pax



Click here to register

<https://shorturl.at/rHO15>

For more info :



Training Admin

T : +603 8966 3844 / +604 523 0443

E : training@meca.com.my

COURSE OBJECTIVE

This course will provide participants with necessary knowledge on how to cope during this economic crisis and what effective actions that can be taken to smoothen the process with minimum emotional trauma which is strategic to the continuous well-being of the remaining employees and organizational effectiveness.

Day 1

Registration

8.30am – 9.00am

LAY-OFF

- How to lay-off workers without pay for a period exceeding 12 days?
- Are any layoff benefits payable in such a case?
- Does Regulation 5 of the Employment (Termination and Lay-Off Benefits) Regulations 1980 apply to monthly rated employees?

9.00am – 10.30am



Morning Tea Break

10.30am – 10.45am

VSS

- Do you have to offer VSS to all or can this be limited to selected workers?
- How should the offer letter be worded?
- What is a reasonable severance package that can be offered?
- What conditions may be imposed?

10.45am – 1.00pm



Lunch Break

1.00pm – 2.00pm

RETRENCHMENT

- What should be the selection criteria?
- When can the LIFO principle be departed from?
- What are the provisions on retrenchment in the Code of Conduct for Industrial Harmony?
- Is there a distinction between a termination as a result of a complete closure and a termination as a result of downsizing?

2.00pm – 3.45pm



Afternoon Tea Break

3.45pm – 4.00pm

(Continue) RETRENCHMENT

- Retrenchment benefits for employees
- within/ outside EA 1955
- Notification of retrenchment to DG Labour under S.63 EA 1955
- Labour Department's latest Guidelines on Managing Retrenchment

4.00pm – 4.45pm

Q & A Session

4.45pm – 5.00pm

End of Day 1

Day 2

Registration

8.30am – 9.00am

PAY CUTS

- Can employers forcibly reduce salaries?
- How much of salary ought to be reduced?
- Must the employer realign salaries once the economic situation improves?

9.00am – 10.45am



Morning Tea Break

10.45am – 11.00am

SHORTER WORK WEEK

- Can employers reduce working days?
- Can salaries be reduced according to reduce work?

11.00am – 1.00pm



Lunch Break

1.00pm – 2.00pm

FORCED LEAVE/ SHUTDOWNS

- Can employers shut down operations for a period of time and treat employees as being on annual or unpaid leave?

2.00pm – 3.45pm



Afternoon Tea Break

3.45pm – 4.00pm

(Continue) FORCED LEAVE/ SHUTDOWNS

- What if employees do not have any annual leave entitlement?
- Can the following year's entitlement be used as advance leave

4.00pm – 4.45pm

Q & A Session

4.45pm – 5.00pm

End of Day 2

SPEAKERS' PROFILE



Dzulfadhli Bin Lamin
Lead Consultant,
MECA

Dzulfadhli Lamin obtained his Bachelor of Law degree (Hons) from Multimedia University. Dzul practiced as an Advocate and Solicitor in the Civil Litigation field for several years before joining MECA as a Legal Consultant.

During his tenure as a practicing lawyer, Dzul has successfully negotiated and recorded Consent Judgements (settlement) amounting more than RM4 million for Personal Injury cases. Dzul has represented leading companies in the Insurance, Oil & Gas and Energy industries for Trials before the Malaysian Courts.

Dzul's vast experience as a lead counsel has given him exposure to various disciplines of the law and the experience to deal with complex legal matters professionally. His passion for Employment Law and Industrial Relations matters allows him to provide sound advice and effective solutions to our clients.



Rachel Tan
Lead Consultant,
MECA

Rachel Tan has been one of the active consultants since joining MECA in January 2018. Prior to legal practice, Rachel has acquired vast experiences in the role of Marketing & Business Development.

Rachel holds a Bachelor of Laws (Hons), graduated from University of London. She completed her Certificate of Legal Practice in 2011, and was admitted to the High Court of Malaya as an Advocate & Solicitor in 2015.

Since commencing legal practice, Rachel continues to gain experiences as a civil litigator in areas of the law such as Family Law, Construction Law, Insurance Law, Medical Negligence, and now actively advising in Employment Law.

Rachel is fluent in English, Bahasa Malaysia, Mandarin, Cantonese and Hokkien, as well as basic Sign Language. Rachel is passionate about the welfare of women and children. She dedicates her free time when possible at women crisis centers, as well as being an active member of various committees of Malaysian Bar.



Jassmine Joseph
Consultant,
MECA

Jassmine Joseph obtained her Degree of Bachelor of Laws from University of Malaya and was admitted to the High Court of Malaya as an Advocate & Solicitor in 2018. Prior to joining MECA, Jassmine practiced as a Civil Litigation lawyer for several years in the areas of medical negligence, professional negligence (solicitor's negligence), employment, construction, land and appeals board.

Jassmine was then offered a Regional Legal Executive role in a MNC that specializes in recruitment and HR solutions where Jassmine had among others, the privilege to provide legal advice for the business in Singapore, Hong Kong and Malaysia on the risk associated in commercial contracts and employment laws applicable to the relevant countries.

Jassmine's experience both as a practicing lawyer and an in-house lawyer has given her the exposure needed to provide clients with reliable and effective advice on a commercial and legal standpoint for Employment and Industrial Relations matters.