



FEDERATION OF MALAYSIAN MANUFACTURING
(Johor Branch) 196801000309 (7907-X)
Programme No: 10001746887

FMM Workshop on All About Leave, Holidays & Wages Administration

Course Objective :

- Understand the statutory requirements governing **leave entitlements, public holidays and wage administration** under the Employment Act 1955.
- Apply the correct principles in administering **annual leave, sick leave, hospitalisation leave, maternity leave, paternity leave** and other employment-related leave benefits.
- Understand employer obligations relating to **wage payments, lawful wage deductions, overtime, rest days, hours of work and public holiday payments.**
- **Calculate wages, overtime payments and statutory entitlements accurately** in accordance with the Employment Act 1955.
- Identify common **payroll and leave administration errors** that may expose employers to legal disputes, penalties and non-compliance.
- Implement **legally compliant leave and wage administration practices** that promote good employee relations and minimise employment-related risks.

 **Date** : September 21-22, 2026 (Monday - Tuesday)

 **Time** : 8:30am - 5:00pm

 **Venue** : FMM Johor Branch

 **Registration Fees** : FMM Member – RM1,188.00
Non-Member – RM1,350.00
(Inclusive of 8% Service Tax)

 **Closed Date** : September 14, 2026 (monday)



For further details, kindly contact Ms Zura / Ms Nur Fatihah of the FMM Johor Branch secretariat at Tel No. 07-3577613 or email at zuraidahnur@fmm.org.my / nur_fatihah@fmm.org.my.



FMM WORKSHOP ON ALL ABOUT LEAVE, HOLIDAYS & WAGES ADMINISTRATION
SEPTEMBER 21-22, 2026 (MONDAY - TUESDAY) | 8.30AM - 5.00PM | FMM JOHOR BRANCH

REGISTRATION :

1) Full Name :

NRIC :	Vegetarian : Yes [] No []
Designation :	
Phone No :	Email :

2) Full Name :

NRIC :	Vegetarian : Yes [] No []
Designation :	
Phone No :	Email :

3) Full Name :

NRIC :	Vegetarian : Yes [] No []
Designation :	
Phone No :	Email :

Submitted by:
Name :

Designation :	
Company Name :	
Company New Registration No :	
FMM Membership No :	
Company Address :	
Phone No :	Email :
TIN No :	SST No :

Please Tick Appropriate Box

We hereby confirmed that :

- ☐ We will be claiming under **SBL-KHAS SCHEME** and full payment would be made to Federation of Malaysian Manufacturing in the event that no disbursement from HRDC 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 Manufacturing

PARTICIPATION FEE :

PARTICIPANT	PER PAX	SST (8%)	TOTAL
Member	RM1,100	RM88	RM1,188
Non - Member	RM1,250	RM100	RM1,350

- Registration form must be completed and returned to FMM Johor by **September 14, 2026**
- All confirmed participants should make the full fee before the event.

SBL-KHAS SCHEME - HRDC Claimable Courses:

- Grant Approval** must be forwarded to FMM Johor at least **3 DAYS BEFORE** the programme date.
- 100% attendance is a must.** Participants who fail to attend, the full fees shall be payable by the company

PAYMENT METHOD :

PAYEE NAME : **FEDERATION OF MALAYSIAN MANUFACTURING**

Bank Name : **Malayan Banking Berhad**

Account No : **5-01280-05654-2**

Swift Code : **MBBEMYKL**

FMM SST No : **W10-1901-32000108**

FMM TIN No : **C25703742100**

- Cheque/Bank Draft Crossed Account Payee only
- Bank-in Payment : E-Mail Deposit Slip to FMM for Issuance of Official Receipt
- Please write the **Event Name** on the reverse side of the cheque/bank-in slip

REPLACEMENT/CANCELLATION/NO-SHOW :

- Cancellation must be in writing to FMM. Replacement at no additional cost. *(Must be in Writing with Reasons 7 days before the programme)*
- Non-FMM members **MUST PAY** the full fee before/on the day of the event. Members need to provide a Letter of Undertaking to ensure participation before the event.
- FMM reserves the right to cancel or reschedule the programme. All efforts will be taken to inform participants of the changes.

FMM WORKSHOP ON ALL ABOUT LEAVE, HOLIDAYS & WAGES ADMINISTRATION

SEPTEMBER 21-22, 2026 (MONDAY - TUESDAY) | 8.30AM - 5.00PM | FMM JOHOR BRANCH

 DAY 1: SEPTEMBER 21, 2026 (MONDAY)	
08:30am - 09:00am	Registration of Participants
09:00am - 09:05am	Welcome Remark by FMM Johor
09:05am - 09:45am	Session 1: Overview of the Employment Act 1955 - Coverage of the Employment Act - Employees Covered after the 2023 Amendments - Definition of Wages - Definition of Ordinary Rate of Pay - Definition of Monthly Wages - Definition of Hours of Work - Continuous Service - Contractual Benefits vs Statutory Minimum Benefits - Company Policies Versus Statutory Requirements
09:45am - 10:30am	Session 2: Annual Leave Administration - Statutory Entitlement - Enhanced Company Benefits - Pro-rated Leave - Leave During Probation - Leave for Part-Time Employees - Emergency Annual Leave - Unpaid Leave
10:30am - 10:45am	Morning Break
10:45am - 01:00pm	Session 3: Taking Annual Leave - Employer's Right to Determine Leave Approval - Can Employers Reject Leave? - Annual Leave During Notice Period - Forced Leave During Company Shutdown - Carry Forward of Leave - Forfeiture of Leave - Encashment of Leave - Unused Leave Upon Resignation
01:00pm - 02:00pm	Lunch
02:00pm - 03:30pm	Session 4: Sick Leave and Hospitalisation Leave - Sick Leave Entitlement - Paid Sick Leave - Hospitalisation Leave - Panel Doctors - Non Panel Clinics - Government Hospitals - Overseas MCs - Online Consultations & MC Recognition - Abuse of Medical Leave - Fake MCs - Prolonged Illness & Termination - Benefits - Medical Reports - Fitness for Work - Frustration of Contract
03:30pm - 03:45pm	Tea Break
03:45pm - 04:30pm	Session 5: Maternity & Paternity Leave - Maternity Protection - Eligibility of Maternity Leave and Allowance - Protection Against Dismissal - Pregnancy-Related Illness & Termination - Paternity Leave - Eligibility - Conditions - Notification Requirements - Compassionate Leave - Bereavement Leave - Marriage Leave - Examination & Study Leave - Pilgrimage Leave
04:00pm - 05:00pm	Session 6: Statutory Public Holidays - Entitlement of Paid Public Holidays - Federal & State Holidays - Ad Hoc Holidays Declared Under Section 8 of Holidays Act - Public Holiday Falling on Rest Day & on Another Public Holiday - Substituted Holidays
05:00pm	Q & A Session
	End Programme Day 1

 DAY 2: SEPTEMBER 22, 2026 (TUESDAY)	
08:30am - 09:00am	Registration of Participants
09:00am - 10:30am	Session 8: Wages Under the Employment Act 1955 - Meaning of Wages (What Constitutes Wages, What Does Not Constitute Wages) - Bonus - Commission - Incentive - Allowances - Travel claims - Gratuity - Wage Period - Monthly Wages - Timing of Payment - Final Salary - Payment During Resignation - Salary During Suspension - Salary During Investigations - Advance of Wages to Employees
10:30am - 10:45am	Morning Break
10:45am - 01:00pm	Session 9: Wage Deductions - Lawful Deductions - EPF - SOCSSO - EIS - PCB - Advances - Loans - Overpayments - Accommodation - Union Dues - Deductions with Consent of Employee & JTK - Absence, Unpaid Leave, Lateness - Unlawful Deductions - Uniforms - Training costs - Damages - Cash shortages - Lost equipment - Fines
01:00pm - 02:00pm	Lunch
02:00pm - 03:30pm	Session 10: Overtime, Rest Days and Hours of Work - Normal Working Hours - Rest Days - Shift Work - Overtime Calculations
03:30pm - 03:45pm	Tea Break
03:45pm - 04:30pm	Session 11: Calculating - Hourly Rate - Ordinary Rate of Pay - Public Holiday OT - Rest Day OT - Monthly-Rated Employees - Daily-Rated Employees
04:30pm - 05:00pm	Q & A Session
05:00pm	End Programme Day 2

SPEAKERS

HENG POH SUAN

HRDC Certified Trainer | Training Facilitator and HR/IR Advisor

Mr. Heng Poh Suan brings over **45 years of professional experience in Malaysian labour and industrial relations**, including more than 20 years of training experience. He began his career as a Labour Officer with the Labour Department in 1975 before being transferred to the Industrial Relations Department in 1983, where he served as an Assistant Director until 2001. His extensive government service provided him with strong practical exposure to labour legislation, industrial relations, employment disputes and labour case proceedings.

Since joining the Federation of Malaysian Manufacturers (FMM) in 2005 as a Human Resource/Industrial Relations Advisor, Mr. Heng has advised employers on the compliance and implementation of labour legislation, employee disciplinary matters, employment issues and collective agreements. **He has also represented member companies at labour case hearings and conciliation meetings before the Industrial Relations Department.**

With extensive practitioner and training experience, Mr. Heng has conducted numerous public and in-house training programmes covering the Employment Act 1955, wages, leave, public holidays, overtime, redundancy and retrenchment, misconduct, poor performance, dismissals and domestic inquiry procedures. His experience in both government enforcement and employer advisory roles enables him to provide participants with practical insights into the application of employment legislation and the management of workplace issues.

Core Areas of Expertise:

- * **Employment Act 1955 (EA 1955) Compliance & Application**
- * **Wages & Wage Administration**
- * **Annual Leave, Sick Leave & Hospitalisation Leave**
- * **Maternity & Paternity Leave**
- * **Public Holidays & Holiday Pay**
- * **Overtime, Rest Days & Hours of Work**
- * **Lawful Wage Deductions & Statutory Wage Requirements**
- * **Industrial Relations & Employment Disputes**
- * **Employee Misconduct & Disciplinary Procedures**
- * **Domestic Inquiry & Disciplinary Proceedings**
- * **Dismissal & Conciliation Proceedings**
- * **Redundancy & Retrenchment**
- * **Collective Agreements & Employer-Union Relations**
- * **Labour Law Compliance & Employer Advisory**

As a trainer, Mr. Heng adopts a practical and application-based approach, drawing from his extensive experience in government enforcement, industrial relations practice and employer advisory work. His programmes are designed to help HR practitioners, managers, supervisors and employers understand the practical application of Malaysian employment legislation, identify common compliance issues and manage workplace matters effectively.