



FMM INSTITUTE NS PROGRAMME ON :

EVERYTHING ABOUT WAGES AND LEAVE



Date: 16 December, 2025
(Tuesday)

Time: 9.00 am—5.00 pm

Venue: Palm Seremban Hotel



INTRODUCTION

The definition of wages is very complicated as different parts of the Employment Act, 1955 defines wages differently for various purposes.



Wrong calculation of wages may result in underpayment of wages which may incur penalties and fines by the JTK. The employer is also required to grant various types of leave under the law. As such it is important to understand the requirements of the law and ensure strict compliance. The topics will include the amendments on leave and

Leave:

- ◆ Pregnancy & Maternity Leave
- ◆ Public Holidays
- ◆ Annual Leave
- ◆ Sick Leave
- ◆ Trade Union Leave
- ◆ Unpaid Leave
- ◆ Prolonged Illness Leave
- ◆ Paternity & other Compassionate Leave

OBJECTIVES

- Understand the definition of wages and granting of leave
- Understand the law on calculation of wages and benefits



COURSE CONTENTS

Wages:

- ◆ Employees & Payment of wages
- ◆ Definition of Wages Under EA, 1955, EPF Act and SOCSO Act
- ◆ Calculations of wages for Unpaid Leave, absenteeism and proportionate payment of wages on termination or resignation under the new Amendment of the EA, 1955
- ◆ Ordinary Rate of Pay Defined
- ◆ Calculations of overtime, rest day work and public holiday work
- ◆ Payment of wages
- ◆ Deductions of wages



For enquiries, kindly contact:
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Registration & Payment

PARTICULARS	PARTICIPATION FEE	
	Member	Non-Member
Inclusive of SST at 8%	RM 680.40 /pax	RM 793.80 /pax
HRDCorp Registered Employer	Claimable under HRDCorp SBL-Khas Scheme <ul style="list-style-type: none"> • No payment to FMM Institute • Fee will be deducted from the employer's HRDCorp contributions. Fund must be sufficient • Full payment is to be made to FMM Institute in the event that no disbursement from HRDCorp under any circumstances. 	
HRDCorp NON-Registered Employer	Cheque or online transfer made payable to FMM Institute	

- Registration is on a **first-come-first-serve basis**. Upon faxing/mailling the completed Registration Form to FMM, you are deemed to have read and accepted the terms and conditions. The program would also be deemed as confirmed unless informed otherwise.
- All registration together with the payment should be made **before the event date**. Certificate will only be issued upon full payment.
 - Malayan Banking Berhad A/C No: 505176 510352
 - FMM INSTITUTE SST Registration No: W10-1901-32000105
- For SBL-KHAS, **grant approval must be provided to FMM at least 3 days** before the event. An attendance of 100% is a must, otherwise employers will be billed in full.

Who Should Attend

This program is designed for Human Resource personnel who are handling employees and need to make decisions on payments of wages including payments for overtime, rest day and public holiday work, deductions of wages for absenteeism and unpaid leave.

Trainer

Heng Poh Suan started his career as a Labour Officer in Kuala Kangsar in 1975. At the Labour Department he was enforcing the various Labour Legislations. In 1983 he was transferred to the Industrial Relations Department. He was the Assistant Director of Industrial Relations from 1983 till 2001. He left the Industrial Relations Department in 2002 to join the Malaysian Employers Federation as their Industrial Relations Consultant. In 2005 he joined the Federation of Malaysian Manufacturers as their Human Resource/Industrial Relations Advisor. He had been conducting public as well as in house training programs relating to employment laws, discipline & misconduct and domestic inquiries procedures for member companies. In his capacity as the HR/IR Advisor in FMM, he was advising member companies on the compliance and implementation of the various labour legislations, disciplinary issues as well as issues arising out of their collective agreements with their unions. He left FMM at the end of June 2021 and is currently a HR/IR Consultant and trainer on HR/IR topics.

Replacement / Cancellation

- Must be made in writing with reasons to FMM Institute
- Full payment fee will be charged by FMM Institute for cancellation within 2 days prior to the programme.
- 50% payment charged for cancellation between 3-6 days.
- No payment charged for cancellation within 7 days prior to the programme.
- Participants who did **not turn-up will be charged full payment**.
- Replacement can be accepted at no additional cost. FMM reserves the right to cancel or reschedule the program.

Closing Date :
15 December, 2025

REGISTRATION FORM

FMM Institute Negeri Sembilan Branch Fax : 06-603 1628

Name	Designation	Email	I.C Number / Passport Number
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Payment:

Full payment of RM _____ will be made via ☐ SBL-Khas ☐ Cheque ☐ Direct bank-in

Please Tick (/)

FMM Member ☐

ROC No : _____ SST No: _____

Submitted By:

NON- Member ☐

Tin No. : _____ Membership No : _____

Name : _____

Designation : _____

Company : _____

Address : _____

Tel : _____ Fax : _____

Email : _____