

NO.	TITLE		
1.	Subject	<b>Malaysian Labour Laws</b>	
2.	Subject Code	DHRM 401	
3.	Status	Major	
4.	Credit Hours	3	
5.	Semester	Semester 4, Year 2	
6.	Objectives	The aim of this unit is to give an understanding on the employment act in the Malaysian field of labour context. It is also to enable the student to understand the concepts and principles which can be used in Human Resource Management field.	
7.	Learning Outcome	<p>Upon successful completion of this course, the students will be able to:</p> <ul style="list-style-type: none"> <li>- demonstrate a broad working knowledge of the principles of employment act;</li> <li>- identify the legal implication of personnel decisions and actions facilitating in compliance of the law;</li> <li>- facilitate organization in complying and practicing the employment law;</li> <li>- to provide information on EPF and SOCSO contribution and other labour related procedures;</li> <li>- to work on compensation analysis by understanding the compensation for employees;</li> <li>- to get an overall picture of most of the related labour laws that will prepare them to be a good HR Specialist.</li> </ul>	
8.	Synopsis	This unit concentrates mainly on Employment Act 1955 covering the 5 main important parts of the act. It is specially designed to provide adequate knowledge for the students to be in human resource field and to deal with labour related matters. The students need further understanding of the labour laws in Malaysia. Thus, other related labour law acts are covered in this unit. The unit covers mainly SOCSO, EPF, Workmen Compensation and further parts of Employment Act.	
9.	Syllabus and Contact Hours	Syllabus	Contact Hours
		<b>1. Introduction to Employment Act 1955</b> <ul style="list-style-type: none"> <li>- Definition of terms</li> <li>- Terms of appointment</li> <li>- Contract of service</li> <li>- Maintaining personnel record</li> <li>- Probation period</li> </ul>	3
		<b>2. Working Hours</b> <ul style="list-style-type: none"> <li>- Hours of work</li> <li>- Shift work</li> <li>- Working more than specific hours</li> </ul>	2
		<b>3. Payment of Wages</b> <ul style="list-style-type: none"> <li>- Modes of payment</li> <li>- Minimum wages</li> <li>- Deadline for payment of wages on</li> </ul>	3

		overtime, termination and dismissal	
		<b>4. Public Holidays and Rest Day Entitlement</b> <ul style="list-style-type: none"> <li>- Compulsory holiday</li> <li>- Working on public holidays</li> <li>- Public holidays falling on unpaid leave period</li> <li>- Rest day entitlement</li> <li>- Maternity leave entitlement</li> <li>- Sick leave entitlement</li> </ul>	4
		<b>5. Payment of Overtime Allowance</b> <ul style="list-style-type: none"> <li>- Maternity leave allowance</li> <li>- Transport allowance</li> </ul>	2
		<b>6. Termination of Contract of Service</b> <ul style="list-style-type: none"> <li>- Notice of termination</li> <li>- Termination, lay-off and retirement benefits</li> </ul>	2
		<b>7. Annual Increments</b> <ul style="list-style-type: none"> <li>- Payment of annual bonus</li> <li>- Contractual and non-contractual bonus</li> <li>- Basis of promotion</li> </ul>	2
		<b>8. Power of Inspection Regarding Employment Matters</b> <ul style="list-style-type: none"> <li>- Inquiry into inspection by employer/employee</li> </ul>	2
		<b>9. Employment of Women and Domestic Servants</b> <ul style="list-style-type: none"> <li>- Conditions of employment</li> <li>- Contract of service</li> <li>- Section of the Act applicable to female employees.</li> </ul>	3
		<b>10. Employment for Foreign Employees</b> <ul style="list-style-type: none"> <li>- Work permits and application Procedures</li> <li>- Fees payable</li> <li>- Particulars to be submitted</li> <li>- Inquiry into complaints</li> <li>- Termination of local employees</li> <li>- EPF contribution of foreign employees</li> </ul>	3
		<b>11. Workmen's Compensation Act</b> <ul style="list-style-type: none"> <li>- Compulsory insurance scheme</li> <li>- Categories of employees covered by the Act</li> <li>- Compensation payments upon death</li> <li>- Compensation payments <ul style="list-style-type: none"> <li>- Temporary disablement</li> <li>- Permanent total disablement</li> </ul> </li> <li>- Wage Councils Act 1947</li> </ul>	3

		<p><b>12. SOCSO</b></p> <ul style="list-style-type: none"> <li>- Compulsory contribution</li> <li>- Categories of employees covered by the Act</li> <li>- Schemes of insurance</li> <li>- Meaning of invalidity</li> <li>- Benefits offered under employment injury scheme.</li> <li>- Eligibility for invalidity pension scheme</li> <li>- Minimum benefits admissible for temporary or permanent disablement</li> <li>- Compensation payments</li> <li>- SOCSO Act, 1992</li> </ul>	5
		<p><b>13. EPF Contributions</b></p> <ul style="list-style-type: none"> <li>- Compulsory contributions</li> <li>- Definition of wages</li> <li>- Self-employed persons</li> <li>- Contributions in excess of rates stipulated</li> <li>- EPF contributions statement</li> <li>- Nomination of beneficiaries</li> <li>- Checking EPF balance</li> <li>- Withdrawal schemes</li> <li>- Procedures of withdrawals</li> </ul>	5
		<p><b>14. Employment of Children and Young Persons</b></p> <ul style="list-style-type: none"> <li>- Definitions</li> <li>- Employment of child, young person</li> <li>- Employment of a female young person in hotel, bars, restaurants</li> <li>- Maximum working hours permitted for a child and young person in entertainment business</li> </ul>	3
		<b>TOTAL</b>	<b>42</b>
10.	Main Reference	<p>Goh, Chen Chuan. (2002). <i>Guide to the Employment Act and Labour Laws of Malaysia</i>. Kuala Lumpur: Leeds Publication.</p> <p>D'Cruz, M. N. (2003). <i>A Handbook of Malaysian Labour Laws</i>. Kuala Lumpur: Leeds Publication.</p>	
11.	Additional Reference	<p>Malaysia. (1955). <i>Employment Act 1955</i>. Kuala Lumpur: International Law Book Services.</p> <p>Malaysia. (1991). <i>Employee Provident Fund Act 1991</i>. Kuala Lumpur: International Law Book Services.</p> <p>Malaysia. (1952). <i>Workmen's Compensation Act 1952</i>. Kuala Lumpur: International Law Book Services.</p> <p>Malaysia. (1947). <i>Wages Councils Act 1947</i>. Kuala Lumpur: International Law Book Services.</p>	

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