

# Employment Act and Its Practical Applications

Queries well addressed

## Programme Synopsis

There were various amendments to the Employment Act in recent years. What were some of these key changes and how does a manager/supervisor manage his/her staff or workforce in practical ways and without contravening provisions of the Employment Act?

The workshop also touches other key issues to be addressed in the employment contract; how do you handle disciplinary issues; termination or dismissal etc. You gain practical tips and insights from examples in interactive case studies and more.

Managers and supervisors are reminded to be both lawful and yet practical in their management of people and operations.

## Programme Objectives

At the end of the workshop, learners will be able to:

- **Establish if employee can be offered higher starting pay in lieu of overtime claim.**
- **Determine if employer can dismiss employee who is frequently on sick leave.**
- **Know if employee can use annual leave to offset notice period.**
- **Ascertain if employee can use annual leave to offset notice period.**
- **Answer if foreign workers are entitled to all benefits under the Employment Act.**

## Programme Outline

1. Background to the Employment Act
2. Scope of Coverage
3. Contract of Service or Contract for Service
4. Termination of Contract
5. Salary and Salary Deductions
6. Public Holidays & Sick Leave
7. Maternity Protection & Childcare Leave for Parents
8. Transfer of Employer, Employee & Employment
9. Amendments to Employment Act
10. Dismissal on Grounds of Misconduct
11. Other/related Employment Law Changes w.e.f. 2017
12. Leave Consumption/Leave Encashment/Notice Period
13. Q&A Session
14. Personal Clinic Session

## Workshop Details

Date	: Monday, 10 June 2019
Duration/Time	: 7 hrs/ 9am to 5pm
Venue	: Hotel Grand Pacific
Course Fee	: \$300
Fee after SDF Subsidy	: \$286 (SDF subsidy \$14)
<b>Net Fee Payable</b>	<b>: \$307 (incl. GST \$21)</b>

Fee includes handouts, lunch & teabreaks.  
No refund for cancellation but a replacement will be accepted.

## Enroll Now!

@ Website Registration	: <a href="http://www.ustage.com.sg">www.ustage.com.sg</a>
📞 Contact Hotline	: 6222 2461/ 6221 1241
✉ Email Enquiry	: <a href="mailto:trg@ustage.com.sg">trg@ustage.com.sg</a>
📠 Fax Number	: 6227 3556

## Who Should Attend

HR practitioners who wish to have a quick refresher and understanding of key provisions of the Employment Act. Non-HR Managers/executives who manage/supervise staff, particularly those staff who come within the ambit of the Employment Act or union.

## SkillsFuture Credit

All Singaporeans aged 25 and above can use their \$500 SkillsFuture Credit from the government to pay for a wide range of approved skills-related courses. Visit the SkillsFuture Credit website ([www.skillsfuture.sg/credit](http://www.skillsfuture.sg/credit)) to choose from the courses available on the SkillsFuture Credit course directory.

## Latest Upcoming Change to the Employment Act

The workshop will incorporate the latest upcoming change in the Employment Act and its likely effects on Human Resource/Business Operations.