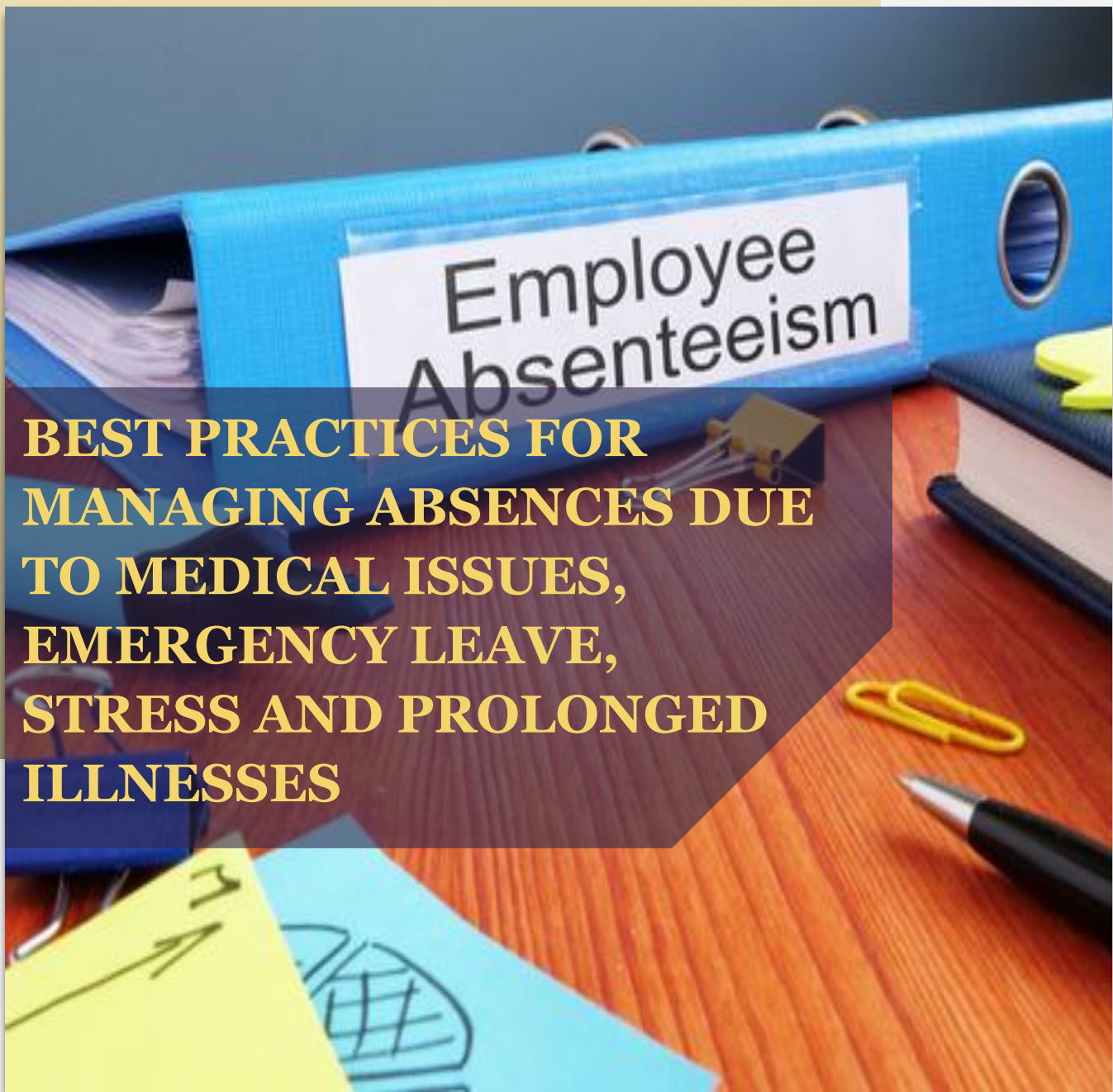




LS Human Capital Sdn Bhd
(1171487-T)



**BEST PRACTICES FOR
MANAGING ABSENCES DUE
TO MEDICAL ISSUES,
EMERGENCY LEAVE,
STRESS AND PROLONGED
ILLNESSES**

A Half Day Session (ONLINE)

**June 03rd, 2025 – 9.00am to 1.00pm
(Microsoft Teams)**

COURSE CONTENT

Overview

Organisations today are struggling with issues related to employee attendance which is impacting their overall productivity and performance on the job. Medical leaves, emergency leave and prolonged illness issues are on the rise in Malaysia with employees also reporting that they feel more stressed and burnt-out. Consequently, many organisations are becoming concerned as their medical and hospitalisation related costs continue to increase.

This half-day session is designed to provide your organisation with steps and strategies your company can take to proactively manage:

- i) employees taking a higher amount of medical and emergency leaves,
- ii) situations where employees report feelings stressed, anxious and even depressed resulting in them being unable to deliver on their job expectations,
- iii) prolonged illness and medical board out situations, as well as
- iv) staff tardiness and MIA (missing-in-action) situations.

In addition, participants will also be guided on how to conduct a conversation with a staff suffering from a mental health issue as an Occupational Mental Health First Aider (in line with Malaysia's Ministry of Human Resources move to regulate workplaces on mental health issues).

AGENDA

9.00am to 11.00am

Best Practices for Managing Staff Absences

- Common misconceptions about managing absenteeism
- What the law actually requires the organisation to do when dealing with a staff absenteeism issue
- How to manage high staff absences during the probation period (clauses to consider inserting into the employment contract)
- How to manage situations where staff ask to 'work from home' as they are unfit to physically report to work at the office
- Developing a policy for managing ad-hoc declared public holidays by the state and/or federal government (what employers can do).

11.15am to 1.00pm

Best Practices for Managing Staff Absences (continued)

- Dealing with emergency leave issues
- Can you set an attendance related KPI for staff taking regular medical/emergency leave?
- Managing prolonged illness (due to physical health and mental health)
- Finding the right balance in being sensitive to an employee's medical condition while protecting the organisation's right to productivity/performance.
- **How to have a discussion with an employee suffering from a mental health issue (Occupational Mental Health First-Aid Best Practices)**
- Best practices when negotiating an employee's medical board out.
- How to manage late-coming and situations where staff are missing in action (missing from the workplace).

NOTE: Case studies, sample document formats and court awards will be used as supporting tools throughout the session in ensuring the goals of this session are met.

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TRAINER'S PROFILE

Shawn Sher is the founder and chief executive officer of LS Human Capital, an Employee Relations consulting and training firm that operates in the Asia Pacific region. He is the author of several publications such as “Important Industrial Court Decisions for Business Leaders”, “The Complete Employee Handbook”, “HR Concerns When Buying and Selling a Company in Malaysia” and “How to Comply with the Personal Data Protection Act”.

Shawn is a regular sought after speaker and has been invited to train and consult across the United States, United Kingdom, Europe and South Africa on a variety of topics concerning leadership, international industrial relations and HR management. He is also consulted by the Malaysian government where he formed part of the panel involved in changes being contemplated to Malaysia's labour laws.

In addition, Shawn also serves as advisor to a number of multinationals and GLC's in Malaysia on their employment law compliance and people development issues. His weekly updates on contemporary IR and leadership is widely followed across Malaysia, where more than 800 companies today subscribe to this service. Shawn has a Masters in Laws (specializing in Employment Law) qualification from the University of Leicester, United Kingdom.



REGISTRATION FORM AND CONFIRMATION

Course Title : “Best Practices for Managing Staff Absences Due to Medical Leave, Emergency Leave, Stress and Prolonged Illness”
Date : June 03rd, 2025
Held Via : Online (via Microsoft Teams)
Cost : RM 649/= per participant
 RM 599/= per participant (for registration before May 16th, 2025)
 RM 549/= per participant for 2 or more participants
 (please note an additional 8% SST shall apply to the rates above & it is 100% HRDC Claimable)

I, hereby confirm sending (.....) participant(s) to the above-mentioned public training programme.

Participant Name :
Position :
Company Name :
Address :

Telephone No :
Fax No :
Contact Person :
Participant Email :
Date :
Signature & Stamp :

(For more than one (1) participant, please provide names on separate registration form(s))

FOR MORE INFORMATION

Call us at 03-4266 9191 for any inquiries you may have during our official business hours from 8.30am to 5.30pm (Mondays to Fridays). Alternatively, you can send us an email to suha@lshumancapital.com / audrey@lshumancapital.com / rowena@lshumancapital.com.