

# SIMPLE GUIDE TO RETRENCHMENT

## 裁员简册



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# HOW TO REDUCE LABOUR COST ? 如何减低劳工成本？

Except for retrenchment, there are also a few solutions to reduce labour cost.

(除了直接裁员，其实还有其他方法减低劳工成本)

**For Example (例如) :**

- Freeze the recruitment of new staff 停止聘请新员工
- Over Time control 限制加班
- Reduce working days 减少每周工作天数
- Reduce daily working hours 减少每天工作时长
- Provide retraining programmes for workers 提供员工再培训课程

*Reference: Guidelines on Retrenchment Management -  
(Department of Manpower), Ministry of Human Resources*

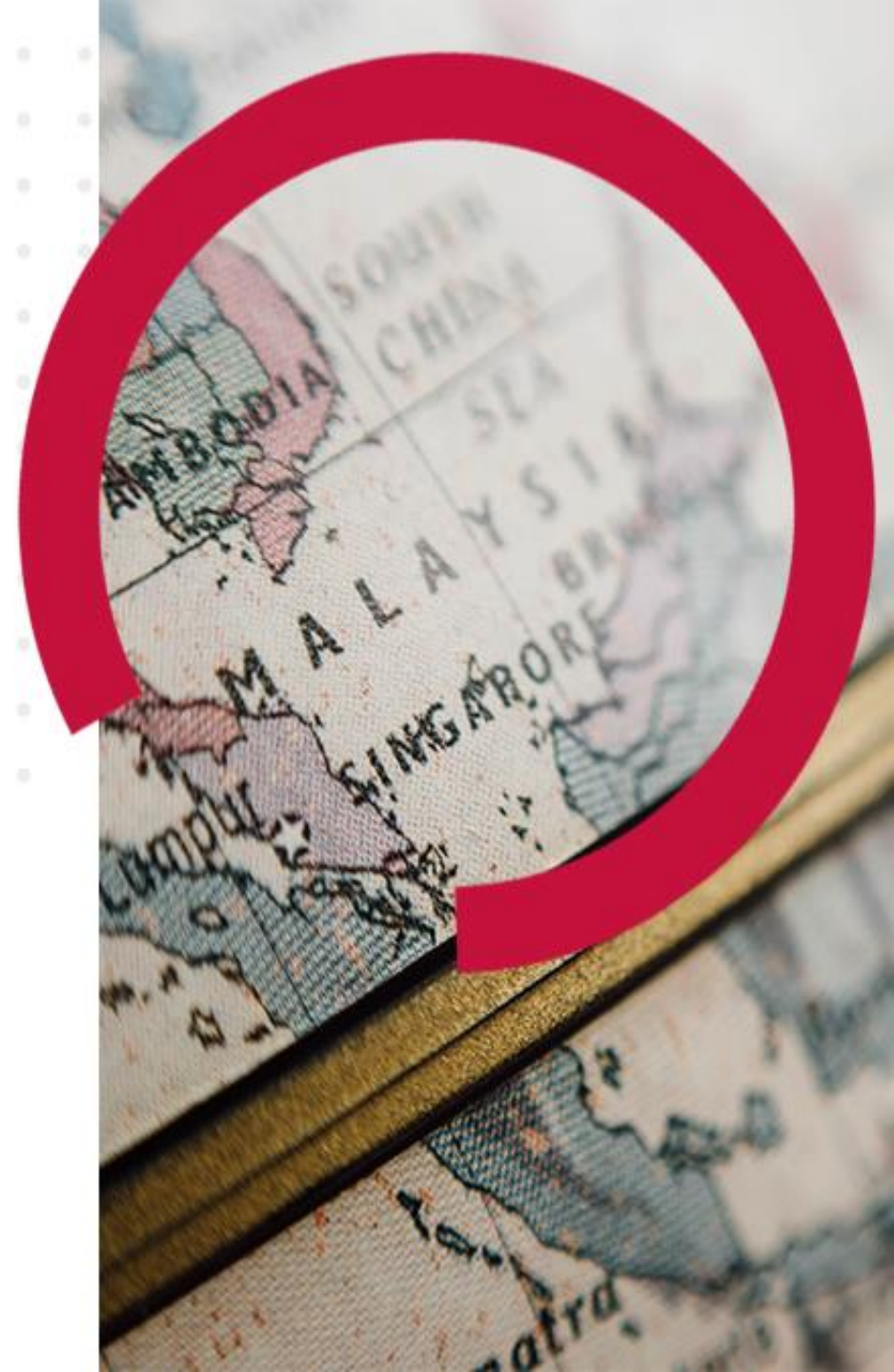


# WHAT IS RETRENCHMENT ?

## 什么是裁员？

- Termination of the contract of service.  
(终止服务合同)
- Applicable during there are excessive staffs.  
(是在员工有过剩的情况下才能进行)
- Excessive of staff normally happens during:  
(员工过剩的情况通常在以下状况发生)
  1. Economic recession (经济衰退)
  2. Merger of company (公司合并)

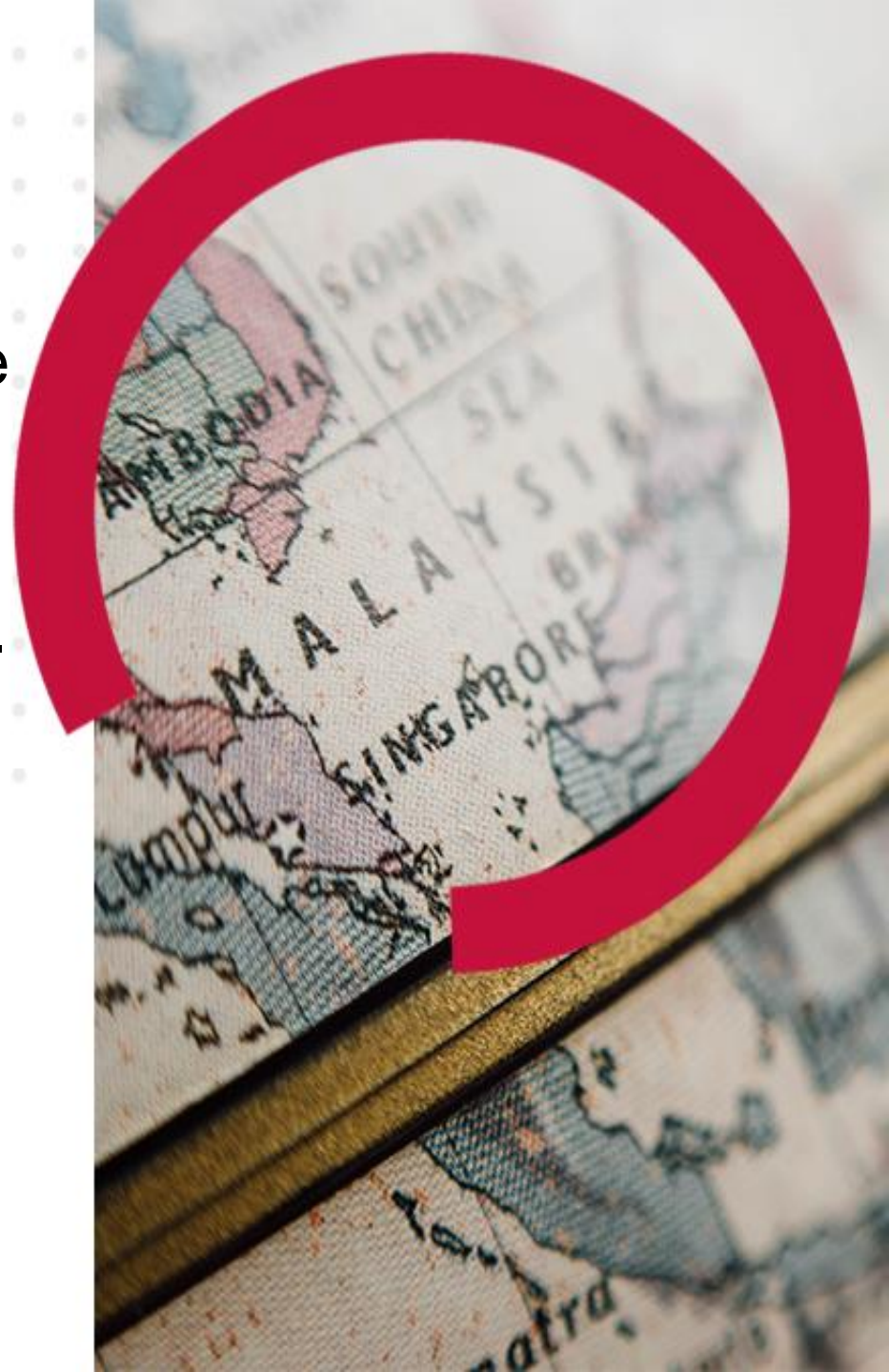
*Reference: Guidelines on Retrenchment Management -  
(Department of Manpower), Ministry of Human Resources*



# RETRENCHMENT (裁员)

- Retire employees who are above the retiring age (隐退超出正常退休年龄的员工)
- Offer Voluntary Separation Scheme (VSS) to employee with reasonable rate of compensation. (建议自愿裁员(vss) 和支付员工裁员福利)
- Assist retrenched staff to find new job. (协助被裁员工寻找新工作)
- Be retrenched based on “FWFO” (Foreign Worker- First Out) and “LIFO” (Last-In-First-Out) (采用后进先出的原则和先裁退外籍员工的原则)

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(Department of Manpower), Ministry of Human Resources*



# RETRENCHMENT (裁员)

- Providing the Employment Notice  
(提供雇员通知)

LENGTH OF SERVICES	NOTICE
< 2 years 少过两年	> 4 weeks notice 最少四个星期通知期限
≥2 years, < 5 years 多过两年并少于五年	> 6 weeks notice 最少六个星期通知期限
≥5 years 五年或以上	> 8 weeks notice 最少八个星期通知期限

Reference: Guidelines on Retrenchment Management -  
(Department of Manpower) , Ministry of Human Resources



# NOTIFICATION TO AUTHORITY

## (如何通知相关部门)

- Employers are required to submit the Termination Form (PK Form) to nearest JKT at least 30 days before taking any of the following actions:  
雇主需在采取以下任何行动最少30天前呈交裁员表格 (PK FORM)
  - Retrenchment (裁员)
  - Voluntary Separation (自愿裁员)
  - Lay-off (遣散)
  - Pay-cut (减薪)
- Failure of which carries a punishment of a fine of **RM10,000** (若无法遵守以上条件, 将被罚款**RM10,000**作为惩罚)

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(Department of Manpower), Ministry of Human Resources*



# NOTIFICATION TO AUTHORITY

(如何通知相关部门)

**The PK Form is available at the following website:**(PK Form 可通过以下任何一个网站获得)

- Peninsular Malaysia Department of Manpower:  
<http://jtksm.mohr.gov.my>
- Sabah Department of Manpower:  
<http://jtksh.mohrgov.my>
- Sarawak Department of Manpower:  
<http://jtkswk.mohr.gov.my>

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# RETRENCHMENT BENEFITS

(裁员赔偿金)



Length of services (服务时长)	Compensation (赔偿金额)
< 2 years 少于两年	10 days' wages for every year of services. 10 个工作日的薪资
≥ 2 years, < 5 years 多于两年, 少于五年	15 days' wages for every year of services 15 个工作日的薪资
≥ 5 years 五年或以上	20 days' wages for every year of services. 20 个工作日的薪资

**For Example (例子) :**

If a staff services for 6 years, his daily wages is RM100.  
(假设一个员工在公司服务了6年, 他的日薪为RM100.)

$$* \text{RM100} \times 20 \text{ DAYS (天)} \times 6 \text{ YEARS (年)} = \text{RM12,000}$$

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(Department of Manpower), Ministry of Human Resources*





# THANK YOU

KEEP ON GOING, NEVER GIVE UP  
TOGETHER, WE WILL GO  
THROUGH THIS HARD TIME

Reference:

<https://www.mohr.gov.my>  
[http://jtksm.mohr.gov.my/images/pdf/Borang/Pe  
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Care

