

# Leave Entitlements in Sabah 2025: What's New, What's Required

25 June 2026, Online via Microsoft Teams

## TRAINING OVERVIEW

This half-day HRDC-claimable training is designed to provide participants with a practical and legal understanding of leave entitlements under the Labour Ordinance of Sabah (Cap. 67), incorporating all amendments introduced in the 2025 Labour Ordinance (Amendment) Act A1753.

Participants will explore the scope of rest days, holidays, and paid leave benefits including maternity and paternity leave, annual leave, sick leave, in alignment with current legal obligations for employers in Sabah. Emphasis will be placed on compliance requirements, policy structuring, and best HR practices in leave administration.

## METHODOLOGY

Face-to-face lectures and interactive discussions.

## OBJECTIVES

This course is specially designed to:

- Understand the legal framework for leave entitlements under the Sabah Labour Ordinance.
- Identify and understand different types of statutory leave including rest days, public holidays, annual leave, sick leave, maternity and paternity leave and others.
- Recognise employer obligations in granting and compensating statutory leaves to ensure compliance with the labour laws
- Apply best practices in managing leave administration to avoid non-compliance, disputes and penalties. To support HR, IR and management to ensure policies, practices, and contracts are **updated and aligned** with current legal requirements.

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## TRAINER'S PROFILE



**MR CYRILL CLADE  
AGUS**

**MEF Consultant - Legal  
& Industrial Relations  
(Sabah Office)**

Cyrill Clade Agus is currently a Legal & Industrial Relations Consultant at the Malaysian Employers Federation (MEF), Sabah Branch. He is an accredited TTT Trainer. With a background that spans litigation, corporate advisory, policy drafting, and ISO audit, Cyrill brings a well-rounded and practical approach to helping employers manage workplace challenges.

He was admitted as an Advocate and Solicitor of the High Court of Malaya in 2017 and holds a Bachelor of Legal Studies (Hons.) and Bachelor of Laws (Hons.) from Universiti Teknologi MARA (UiTM). He began his legal career in Kuala Lumpur, gaining experience in both civil and criminal litigation, before transitioning to the corporate sector, where he handled employment advisory, contract reviews, compliance matters, and internal audits aligned with ISO standards.

## COURSE OUTLINE

8.30 am Welcome & Registration

9.00 am Maternity Leave

- Overview of the updated maternity leave provisions under the Sabah Labour Ordinance (Amendment) Act 2025, including the 98-day entitlement.

Paternity Leave

- Introduction of the **newly inserted** 7-day paid paternity leave and conditions for eligibility under the amended Ordinance.

Sick Leave

- Examination of statutory sick leave provisions, hospitalisation entitlement, medical certificate requirements, and restrictions on abuse.

Annual Leave

- Legal entitlements based on length of service, carry-forward policies, forfeiture rules, and leave encashment (if applicable).

Public Holidays & Rest Days

- Clarifies statutory paid holidays and how they interact with rest days; explores pay implications for work on holidays/rest days.

Other Leave Provisions

- Brief touchpoints on other leave provisions (unpaid leave, emergency leave, bereavement leave, etc.) where applicable under Sabah practices.

12.30 pm Q&A Session & Closing

1.00 pm End of session



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## REGISTRATION

## COURSE FEE

- MEF Members : RM350.00 (inclusive of 8% SST)
- Non-Members : RM450.00 (inclusive of 8% SST)

## PAYMENT

Upon receiving your registration, a pro-forma invoice will be issued for companies applying for the HRD Corporation's grant. Only the pro-forma invoice will be provided, and no payment is required at this stage pending HRD Corporation's approval.

For companies not applying for the HRD Corporation's grant, an invoice will be issued and full payment must be made before the event.

MEF now offers a convenient online payment gateway for faster, easier transactions. Please note that this option is available only for non-HRDC payments.

### Payment details :

- Affin Islamic Bank Berhad
- Account No. : 105280002422
- In favour of : Malaysian Employers Federation

### Email the transfer slip and invoice to :

- [natasya@mef.org.my](mailto:natasya@mef.org.my)
- [yeokhoon@mef.org.my](mailto:yeokhoon@mef.org.my)
- [accounts@mef.org.my](mailto:accounts@mef.org.my)

**Any cancellation of attendance must be communicated via email to [mardiah@mef.org.my](mailto:mardiah@mef.org.my) at least 3 working days prior to the event of MEF reserves the right to charge the full fees for "NO SHOW".**

**CONTACT US : CIK MARDIAH (088-634812)**

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