

# HRSINGAPORE

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## **Question - Handling Tardy Employee - Update 1**

Dear all,

I work for a SME and in our employment contracts, there is no clause pertaining to probation/confirmation but only with a termination notice for one month.

We have recently employed a new operational staff for less than 3 months. He had initially applied for 9 days of unpaid leave, which the HOD approved due to his mother was ill and he was needed to care for her. However, these leaves were not supported by documentary proof. Subsequently, he took unpaid MCs or not turn up for work and informed his supervisors that his vehicle broke down and needs to bring to the workshop.

His manager wants to terminate his employment with immediate effect. Besides paying salary in lieu of notice, are there any other ways to end his employment with our company without infringing the termination terms in his contract? We can serve him the 1 month notice but will also subject ourselves to his further absentism during this notice period.

Can we also put a clause in his termination letter that any further absence will be subjected to immediate termination without notice? Would like to find out the common practices in your companies when you face tardiness issues like this. Please share.

Thank you.

Khim

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## **REPLY 1**

I have also encountered the same experience. You can terminate his service by

paying him salary in -lieu. In my view, there is no point asking him to serve notice. Your termination letter just state his service is no longer required by the company( even if employee goes MOM, your company is quite "safe"). You must also gather all information pertaining to his absence , unpaid leave etc., In case if the employee seek redress from MOM. Food for thought.

Jenny

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## **Handling Grievances, Discipline and Termination Workshop**

***- 29 June 2016 (21st Run)***

In the War for Talent in creating a high performance organization, employee must be engaged, committed, involved and motivated. However with rapid changes in market forces couple with changes in company policies and procedures, employee may feel that they are not properly treated or consulted resulting in feeling of injustice. If this grievance is not detected and surface, the aggrieved employee may keep it to himself. This will lead to low morale, poor work performance, bad attitude and resignation. If such individual grievance is unresolved, it may result in a group grievance and affect excellent service or operational delivery. Occasionally, the employee may commit misconduct and this will result in disciplinary action.

This workshop provides participants with a good knowledge of the legal requirements for grievance and disciplinary handling, establishes grievance and discipline procedures, conduct grievance and discipline meeting, identify and minimize grievances.

For details, please click on: <http://hrsingapore.org/grievances/>

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### **Course Outline**

- Understanding Grievances and Disciplinary.

- Handling Grievance and Disciplinary Situations.
- Understanding the Factors Impacting Grievance Handling.
- Reducing Grievances.
- Understanding the legal requirement involved in Grievances, Discipline and Dismissal processes.
- Implementing Grievances and Disciplinary policies and procedures.
- Managing Grievances and Disciplinary situations in a timely and effective manner.
- Adopting Effective Questioning Technique and Active Listening.
- Distinction between a minor infringement, a major infringement and Gross Misconduct.
- Understanding the difference between Termination and Dismissal.
- Understanding different types of Termination.
- What is Discipline?
- Understanding the Progressive Disciplinary Action Process.
- Preparing for a Disciplinary Hearing.
- What is Counseling?
- Understanding the difference between Coaching and Mentoring.
- Why Have a Code of Conduct?

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### **Past Participants' Comments**


- *"Mr Png is knowledgeable and I enjoyed this session tremendously!"* - Irene Soh, Supreme Court
- *"Every topic is useful, especially Discipline"* - Kym Ko, Nagase Singapore (Pte) Ltd
- *"Concepts are detailed and actual cases are discussed to enhance understanding of subject matter"* - Tan Wei Ling, AETOS Security Management Pte Ltd



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