



MASTER CLASS ON EMPLOYMENT LAW FOR SENIOR PROFESSIONALS

(Recruitment to Separation – Legal Approach)
with updated amendments and important court
decision till 2023



- 15th & 16th November 2023 - Movenpick (Khi)
- 22nd & 23rd November 2023 - Hotel One (Isl)
- 28th & 29th November 2023 - Faletti's (Lhr)

COURSE OVERVIEW

Every organization must know the procedures and requirements of recruitment to separation i.e. to say hiring to firing in a legal manner. There are several steps necessary for adopting before hiring to firing any employee to avoid prolonged litigations and achieve a win-win situation.

COURSE OBJECTIVES

- Drafting employment contracts from hiring to separation requires caution to avoid common pitfalls and traps.
- What are the necessary employment statutory benefits?
- How can legal risks be overcome and minimized?
- What are the current organizational practices and areas with shortcomings?
- What are the necessary statutory requirements?
- How to overcome and minimize the legal risk.

COURSE BENEFITS

After this workshop, participants will acquire knowledge of major statutory compliances, enabling them to prevent prolonged litigation. They will also gain the ability to conduct and adhere to proper legal procedures, avoiding pitfalls from hiring to firing.

WHO SHOULD ATTEND

Senior Management Professionals from the following discipline:

- HR Professionals
- Administration Professionals
- IR/ER Professionals
- Legal Professionals
- Finance Professionals

ASIF AMIN

Lawyer | Legal Consultant |
Corporate Trainer



He is an Advocate High Court and a Legal Consultant specifically dealing in Human Resources Management, Industrial Relations Laws, Employment Laws, Banking Laws, and Civil and Commercial Laws. Being a Management Consultant and having Legal exposure, he has conducted numerous training workshops on Corporate Management and legal topics (including the complete range of Industrial Relations Laws, Employment Laws, HRM & Banking Laws, etc. with practical approaches). He imparted training to senior professionals of numerous leading multi-national and well-known organizations in Pakistan.

He has provided training to over 10,000 professionals from more than 1000 leading MNCs and Known Corporate Organizations in Pakistan. Mr. Asif Amin has over 16 years of service experience in multi-national and well-reputed national organizations. Some of his renowned serving organizations' sectors include Pharmaceutical, Banking, Telecommunication, FMCGs, Health Care, etc.

He has also been invited to numerous Live Business and legal Talk Shows on various TV News Channels. His written research legal articles have been published in various leading research law magazines.

20% Early Bird Discount validity:

30 Oct '23 (Karachi)

10 Nov '23 (Islamabad)

15 Nov '23 (Lahore)



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COURSE CONTENTS

Understanding of Employment Laws

- Origin and historical parameters
- Existing applicable laws
- Understand the proposed amendments to labor laws
- How can employers prepare for the upcoming changes?
- The Objective of Employment Laws for Organisations and Employees
- What should be focused on while hiring the candidates in a legal manner
- What documents are necessary while hiring
- Major Pitfalls
- Constitutional and legal rights of employees

Employment Contracts grasping and drafting

- Employment contracts and provisions
- Employment covenants
- Types of Employment Contracts?
- How to ascertain legal parameters of Employment Contracts
- What should be legal clauses' inclusions?
- Understanding key principles of employment contracts
- Valid and Illegal conditions
- The Legal Status of Employment Bonds
- Constitutional Remedies for Employment
- Various types of Employees as per labor Laws
- Employment Agreements and necessary clauses impact

Contractual Employment and Legal Status

- Contract Employment
- Contractual Arrangements
- Managing contract employees, short and fixed-term employees: what does the law say?
- Rights of Contractual Employees

Law of working hours

- Law of working hours – Overview
- Provincial laws
- Overtime calculation and limit

Law of leave

- Law of Leave – Overview
- Various types of mandatory leave
- New provision of leave
- Provincial laws

Law of Employee Old Age Benefits

- Law of EOBI - Overview
- To whom the law is applied
- Latest updates
- EOBI contribution formula
- EOBI benefits
- EOBI notices and audit

Law of Social Security

- Law of Social Security –Overview
- To whom the law is applied
- Latest updates
- Provincial law updates
- Provincial-wise contribution formula
- Social Security benefits
- Social Security notices and audit

Law of Bonus

- Law of Bonus – Overview
- Bonus applicability
- Bonus distribution formula
- Bonus distribution timeline

Law of Gratuity

- Law of Gratuity – Overview
- Provincial laws
- Gratuity formula
- Gratuity distribution
- Loan and gratuity
- Gratuity and types of employees
- Punishment and holding of gratuity legality

Law of Provident Fund

- Law of Provident Fund – Overview
- Provincial laws
- Provident Fund percentage
- Organisational practices
- Provident Fund Trust
- Punishment and holding of PF legality

Pay, Benefits & Compensation

- Wage laws
- Payment Structures
- Pascal & Grading
- Efficiency bar & move-over
- Statutory Benefits for Contractual Employees
- Statutory Benefits for Regular Employees
- Organisational practices
- Financial impact and the need to review the compensation structure

Pay, Benefits & Compensation

- Other benefits overview such as Education Cess, WWF, WPPF, etc.
- What benefits can be withheld on termination?
- Benefits on Resignation & Retirement
- Benefits transferable or not
- Compensation law
- Compensation rates
- Provincial laws

Final Settlement & Terminations

- Employees Separation Procedures
- Punishments & Penalty Procedure as per Law
- Termination, Dismissal, Suspension, Discharge,
- Layoffs, Retrenchment, Resignation, Retirement
- Legal Dues

Litigation & Disputes Settlement

- Managing common employment disputes
- Dealing with Litigation & when to settle
- Summary and best practices for HR professionals
- How employees can seek remedies
- What remedies are available for organizations
- How to take prohibitory orders from courts
- Minimizing litigation
- Mitigation of legal risk
- Legal Forums

Case Laws & Case Studies

- Practical case studies
- Discussion on Important Judgements of Superior Court
- Practices of Organisations
- Q/A Session

