

# PREFACE

MEF Analysis of Collective Agreements & Awards on Terms & Conditions of Employment 2020 is the definitive reference for companies preparing for negotiations of collective agreements with unions. This year's Report is the 16th edition of the annual series publication. It contains data analysed from 185 Collective Agreements taken cognisance by the Industrial Court on terms and conditions of employment in 2020 and 13 Industrial Court Awards in 2020 that disputed on the terms and conditions of employment.

The information contained in the Report provide human resource practitioners with the invaluable data when comparing the current trends in compensation and terms of employment. The scope of the Report covered salaries and terms of employment in 185 CAs in 2020 for 32 Unions, 23 Industries and 9 Locations throughout Malaysia.

The first part of this Report reveals the findings of the compilation of collective agreement articles for :

- Salary Structure, Salary Adjustment, Bonus and Productivity or Performance Elements
- Terms of Employment - Probation Period, Working Days per Week, Working Hours per Week, Shift Cycles, Friday Prayers, Rest Day, Public Holidays, Overtime (OT) Rate, Retrenchment & Retrenchment Benefits, Retirement & Retirement Benefits
- Allowances and Benefits - Shift Allowance, Overtime Meal Allowance, Meal Allowance, Fixed Transport Allowance, Outstation Allowance, Acting Allowance, Transfer Allowance, Uniform & Shoes Allowance, Laundry Allowance, Housing Allowance, Special Relief Allowance, Cost of Living Allowance, Attendance Allowance, Mileage Reimbursement, Insurance, Maternity Benefits, Marriage Benefits, Compassionate Benefits, Loans/Advances, Employees Outpatient Benefits, Employees Hospitalisation Benefits, Employee Dependants Medical Benefits, Employees Dental Benefits
- Leaves Entitlement - Annual leave, Sick leave, Prolonged Illness Leave, Maternity Leave, Paternity Leave, Marriage Leave, Compassionate Leave, Calamity Leave, Trade Union Leave, Study/Examination Leave, Pilgrimage/Haj Leave, Industrial Accident Leave
- Salary Data

The focus of the second part of the Report is on the analysis of disputed articles in the 13 Industrial Court Awards on terms and conditions of employment handed down by the Industrial Court in 2020. The disputed articles include the across-the-board salary adjustment, bonus, salary structure, minimum wages and service charge and other terms of employment.