

DIPARTIMENT  
GĦAR- RELAZZJONIJIET INDUSTRIJALI  
U TAL-IMPJIEG

CHARTER  
**TAD-DRITTIJET  
TAL-ĦADDIEMA**

djalogu soċjali

2026



# CHARTER TAD-DRITTIJIET TAL-ĦADDIEMA

CHARTER OF WORKERS' RIGHTS

**APRIL 2026**

Dipartiment għar-Relazzjonijiet Industrijali u tal-Impjieg

Department for Industrial and Employment Relations

**[dier.gov.mt](http://dier.gov.mt)**



**Andy Ellul**

Segretarju Parlamentari għad-Djalogu Soċjali  
u l-Akkomodazzjoni

DAHLA  
FOREWORD

# SAHHAHNA D-DRITTIJET TIEGHEK

STRENGTHENING  
YOUR RIGHTS

Id-drittijiet tal-ħaddiema huma fiċ-ċentru tal-ħidma tal-Gvern u tas-Segretarjat Parlamentari għad-Djalogu Soċjali u l-Akkomodazzjoni. Dan urejniah bil-fatti meta fl-aħħar snin ħadna numru ta' deċiżjonijiet importanti biex komplejna nsaħħu l-qafas tad-drittijiet tal-ħaddiema f'pajjiżna. Stajna nagħmlu dan għax it-tkabbir tal-ekonomija ta' pajjiżna ppermetta li ninvestu iktar fin-nies, kif ukoll għaliex fhimna li ċertu realtajiet tas-suq tax-xogħol tagħna nbidlu, bħalma evolwew ukoll l-aspirazzjonijiet tal-ħaddiema Maltin u Għawdxin u l-familji tagħhom.

Kien f'dan il-kuntest li nħass il-bżonn li jiġi ppubblika dan iċ-charter tad-drittijiet tal-ħaddiema aġġornat, biex hekk kulħadd ikun jaf x'inhuma d-drittijiet tiegħu, inkluż dawk ġodda li daħlu fl-aħħar snin.

Nemmnu li d-drittijiet tal-ħaddiema jridu jkunu kkomunikati sew biex kulħadd ikun jista' jgawdi minnhom. Huwa għalhekk li mal-pubblikazzjoni ta' dan iċ-charter qed nimbarkaw fuq kampanja ta' informazzjoni nazzjonali, bil-għan li nkomplu nesponu wkoll l-irwol importanti tad-Dipartiment tar-Relazzjonijiet Industrijali u tal-Impjeg, biex il-ħaddiema li jkunu jeħtieġu l-għajjnuna jkunu assistiti bl-aqwa mod.

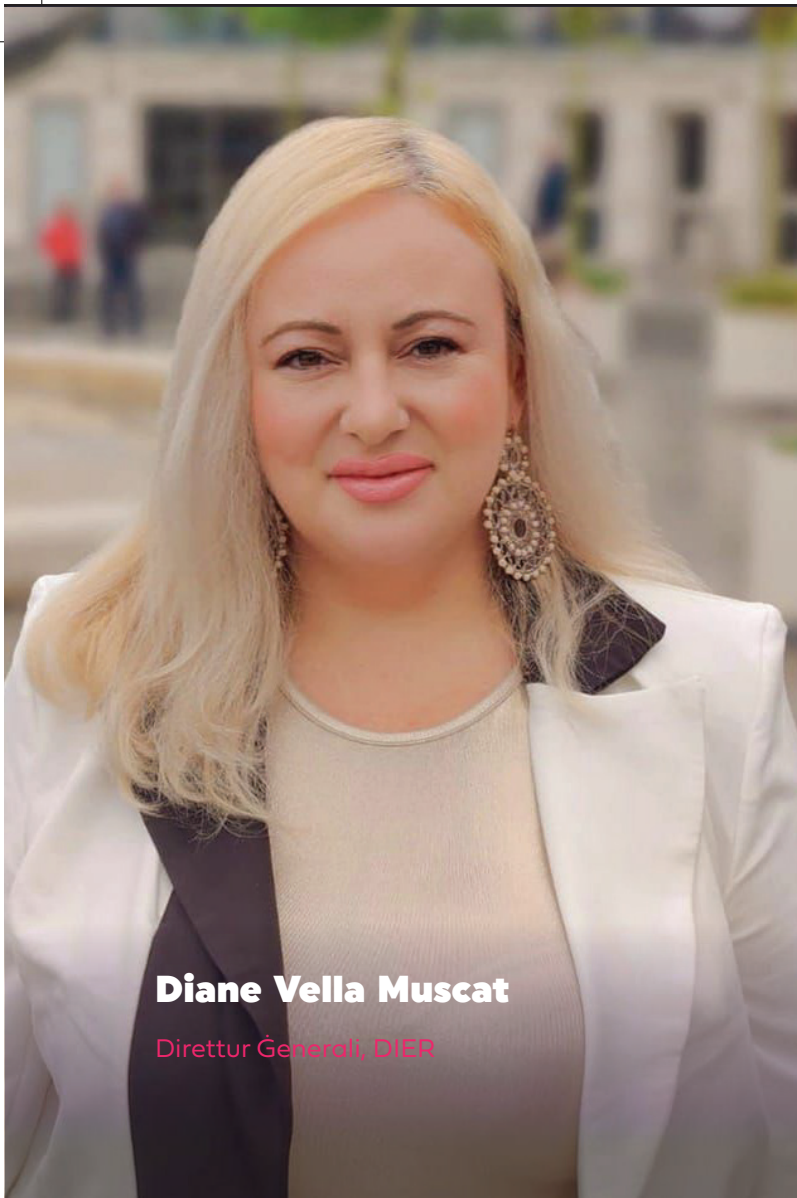
Finalment, dan id-dokument li qed ikun ippubblikat f'April tal-2026, huwa dokument ħaj, hekk kif aħna impenjati li nerġgħu nagġornawh b'iktar drittijiet li nintroduċu fix-xhur u fis-snin li ġejjin.

Workers' rights are at the heart of the work of the Government and the Parliamentary Secretariat for Social Dialogue and Accommodation. We have demonstrated this through concrete action. In recent years, we made a series of important decisions to further strengthen the framework of workers' rights in our country. These decisions were made possible by the sustained growth of our economy, which has allowed us to invest more in people. We also recognised that certain realities of our labour market have shifted, just as the aspirations of Maltese and Gozitan workers and their families have evolved.

It was in this spirit that the need arose to publish this updated charter of workers' rights, so that everyone is aware of their entitlements, including the new rights introduced in recent years.

We believe that workers' rights must be widely known, if they are to be fully enjoyed. That is why, alongside the publication of this charter, we are launching a national information campaign aimed at raising the profile of the Department of Industrial and Employment Relations, so that workers who need assistance receive it in the best possible way.

Finally, this document is a Living one. Published in April 2026, it reflects our commitment to updating it as further rights are introduced in the months and years to come.



**Diane Vella Muscat**

Direttur Ġenerali, DIER

**DAHLA**  
**FOREWORD**

# **FLIMKIEN INĦARSU D-DRITTIJET TAL-ĦADDIEM**

**TOGETHER WE  
SAFEGUARD  
WORKERS' RIGHTS**

Il-missjoni tad-Dipartiment tar-Relazzjonijiet Industrijali u tal-Impjieg (DIER) hija dik li tassisti l-ħaddiema kollha biex jassiguraw id-drittijiet tagħhom. Id-Dipartiment iservi wkoll ta' gwida għal min iħaddem biex jassigura li l-metodi tiegħu jirrispettaw il-liġijiet tax-xogħol u jagħtu lill-ħaddiem dak kollu li hu tiegħu. Meta jinqalgħu diffikultajiet jew nuqqas ta' ftehim bejn min iħaddem u l-ħaddiema jew il-unjon li tirrappreżentahom, ir-rwol tad-Dipartiment huwa wkoll li bil-kelma t-tajba nsibu soluzzjoni. L-importanti li l-ħaddiem dejjem jieħu dak li hu tiegħu bid-dritt u li nżommu relazzjonijiet industrijali b'saħħithom li jirrispettaw ir-responsabbiltajiet u l-irwoli ta' kulħadd.

Però hemm żewġ fatturi importanti biex dawn l-għanijiet jintlaħqu.

L-ewwel fattur huwa l-bżonn li d-DIER ikun attrezzat bir-riżorsi meħtieġa biex jassisti li kull min hemm bżonn. Fl-aħħar snin komplejna nsahħu kemm ir-riżorsi umani, kif ukoll l-infrastruttura meħtieġa biex min ifittex l-għajnuna tad-Dipartiment jinqeda u jinqeda tajjeb. Kull sena nassistu eluf ta' ħaddiema, iżda kontinwament qed naħdmu biex inkunu kapaci nassistu iktar u aħjar.

It-tieni fattur huwa l-importanza li l-ħaddiema jkunu konxji tad-drittijiet kollha tagħhom. Għalhekk qed nippubblikaw dan iċ-Charter fejn qed niġbru wħud mill-iktar drittijiet bażiċi u importanti li għandhom il-ħaddiema f'pajjiżna. Dan għax, biex wieħed jieħu dak li hu tiegħu jrid ikun jaf x'inhuma d-drittijiet tiegħu. Għalhekk inqis li l-informazzjoni korretta hija element kruċjali ħafna.

Nistieden lill-ħaddiema, u anke min iħaddem, jaqraw dan iċ-charter u jfittxu l-assistenza tad-DIER kull meta jħossu l-ħtieġa.

The mission of the Department of Industrial and Employment Relations (DIER) is to assist all workers in securing their rights. The Department also serves as a resource for employers, helping to ensure that their practices comply with labour laws and that workers receive everything they are entitled to. When difficulties or disagreements arise between employers and workers, or the union that represents them, the Department also plays a role in seeking a solution through dialogue. What matters is that workers always receive what is rightfully theirs, and that we maintain strong industrial relations that respect the responsibilities and roles of everyone.

Achieving these goals depends on two important factors.

The first is ensuring that DIER has the resources it needs to assist all those who seek its help. In recent years, we have continued to strengthen both our human resources and our infrastructure, so that those who turn to the Department are served well. Every year we assist thousands of workers, and we remain committed to extending that reach — serving more people, and serving them better.

The second is the importance of workers being fully aware of their rights. That is why we are publishing this Charter, bringing together some of the most fundamental entitlements that workers in our country hold. Knowing one's rights is the first step to claiming them, and access to clear, accurate information is therefore essential.

I invite workers and employers alike to read this charter and to seek DIER's assistance whenever the need arises.



# QABEL JIBDA L-IMPJIEG BEFORE EMPLOYMENT STARTS

## 01

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### **XI DRITTIJET GĦANDU PERSUNA QABEL TIĠI INGAĠĠATA?**

Permezz ta' bidliet li saru fl-2025, applikanti għall-impjieg għandhom id-dritt li jirċievu mingħand il-prinċipal prospettiv informazzjoni dwar il-paga inizjali, jew il-firxa ta' tagħha u d-dispożizzjonijiet rilevanti dwar il-paga tal-ftehim kollettiv fejn applikabbli.

### **WHAT RIGHTS DOES A PERSON HAVE BEFORE BEING HIRED?**

Following changes introduced in 2025, job applicants have the right to receive from prospective employers information about the starting wage or salary range, as well as the relevant wage provisions of any applicable collective agreement.

# KUNTRATT TA' SERVIZZ

## SERVICE CONTRACT

### 02

#### **IL-PRINĊIPAL GĦANDU OBBLIGU LI JAGĦTI LILL-IMPJEGAT IL-KUNDIZZJONIJIET TAX-XOGĦOL BIL-MIKTUB?**

Iva, mhux aktar tard minn sebat ijiem mill-ewwel ġurnata tax-xogħol.

Din l-informazzjoni trid tinkludi:

- L-isem, in-numru ta' reġistrazzjoni u l-post tan-negozju tal-prinċipal u f'każ li ma jkunx hemm post tax-xogħol irreġistrat, għandu jingħata l-indirizz tal-post fejn jogħod il-prinċipal;
- Il-post tax-xogħol;
- It-titolu, il-grad u natura jew kategorija tax-xogħol li għalih huwa impjegat il-ħaddiem;
- Deskrizzjoni qasira tax-xogħol;
- Id-data tal-bidu tax-xogħol;
- F'każ ta' kuntratt ta' terminu fiss, id-data tat-tmiem tal-impieg;
- F'każ ta' ħaddiema temporanji permezz ta' aġenzija, l-identità tal-intrapriża fejn se jkun qed jaħdem il-ħaddiem, malli din tkun magħrufa;

#### **IS THE EMPLOYER OBLIGED TO PROVIDE THE EMPLOYEE WITH THE CONDITIONS OF EMPLOYMENT IN WRITING?**

Yes, by no later than seven days from the first day of work.

This information must include:

- The name, registration number and place of business of the employer; and where there is no registered workplace, the address of the employer's place of residence;
- The place of work;
- The title, grade, and nature or category of the work for which the worker is employed;
- A brief description of the work;
- The date of commencement of work;
- In the case of a fixed-term contract, the date of termination of employment;
- In the case of temporary agency workers, the identity of the undertaking where the worker will be working, as soon as this is known;

- It-tul u l-kundizzjonijiet tal-perjodu ta' prova;
- L-intitolament għal taħriġ ipprovdut mill-prinċipal jekk ikun il-każ;
- Id-diversi tipi ta' leave li għalih hu intitolat l-impjegat u l-proċeduri sabiex dawn it-tipi ta' leave jiġu allokati u determinati;
- Il-perjodi t'avviż;
- Ir-rata tal-paga, u l-frekwenza u l-metodu ta' ħlas;
- Ir-rati ta' sahra applikabbli;
- Il-kundizzjonijiet taħt liema jistgħu jiġu imposti multi mill-prinċipal u l-ammont tagħhom;
- Kwalunkwe ftehimiet kollettivi li jkunu japplikaw.

- The length and conditions of the probationary period;
- The entitlement to any training provided by the employer;
- The various types of leave to which the employee is entitled to and the procedures for allocating and determining these;
- The notice periods;
- The rate of pay, and the frequency and method of payment;
- The applicable overtime rates;
- The conditions under which fines may be imposed by the employer and their amount;
- Any applicable collective agreements.

# KUNTRATT TA' SERVIZZ

## CONTRACT OF SERVICE

### 03

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#### **X'DIFFERENZI HEMM BEJN KUNTRATT TA' SERVIZZ DEFINIT (GĦAL ŻMIEN FISS) U KUNTRATT INDEFINIT?**

Kuntratt ta' servizz indefinit ifisser li l-impjegat huwa impjegat għal perjodu indefinit (mingħajr limitu). Mill-banda l-oħra, kuntratt għal żmien fiss huwa kuntratt fejn iż-żewġ partijiet jaqblu fuq it-tul tiegħu u b'hekk jinkludi d-data tal-iskadenza. Kuntratt għal żmien fiss jista' jiġi mġedded suċċessivament sa perjodu massimu ta' erba' snin li meta jgħaddu l-ħaddiem għandu jiġi kkunsidrat bħala impjegat b'kuntratt għal żmien indefinit.

#### **WHAT ARE THE DIFFERENCES BETWEEN A DEFINITE, (FIXED-TERM CONTRACT OF SERVICE) AND AN INDEFINITE CONTRACT?**

An indefinite contract of service means that the employee is employed for an indefinite period, without a set end date. A fixed-term contract, on the other hand, is one where both parties agree on its duration, and therefore includes an expiry date. A fixed-term contract may be successively renewed for a maximum period of four years, after which the employee shall be considered to be employed under a contract of indefinite duration.

**DEFINITE**

**CONTRACT**

**INDEFINITE**

**CONTRACT**



# ŻMIEN TA' PROVA

## PROBATIONARY PERIOD

### 04

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#### KEMM HU TWIL IL-PERJODU TA' PROVA?

L-ewwel sitt xhur tal-impjieg huma meqjusa bħala żmien ta' prova (probation). Jista' wkoll jiġi miftiehem għal żmien iqsar. Fil-każ ta' kuntratt ta' servizz jew ftehim kollettiv fejn il-kariga hija waħda teknika, eżekuttiva, amministrattiva jew maniġerjali b'paga mhux inqas mid-doppju tal-paga minima stabbilita dik is-sena, iż-żmien ta' prova tkun ta' sena sakemm ma jiġix miftiehem żmien iqsar.

F'każ ta' kuntratt ta' servizz definit il-perjodu ta' probation għandu jkun proporzjonat skont il-perjodu tal-kuntratt. F'każ ta' tiġdid ta' kuntratt għall-istess funzjoni u kariga, m'għandiex tingħata probation oħra.

F'każ li kuntratt ma jispeċifikax iż-żmien ta' prova, japplika dak iż-żmien ta' prova kif stipulat fil-liġi.

Il-perjodu ta' prova jiġi sospiż f'każ ta' leave approvat li hu ta' ġimgħatejn jew aktar, u jiġi estiż għall-istess leave. Waqt din is-sospensjoni hadd ma jista' jitkeċċa.

#### HOW LONG IS THE PROBATIONARY PERIOD?

The first six months of employment are considered the probationary period, though a shorter period may be agreed upon. In the case of a contract of service or collective agreement where the position is technical, executive, administrative or managerial, with a salary not less than double the minimum wage established for that year, the probationary period shall be one year, unless a shorter period is agreed.

In the case of a fixed-term contract, the probationary period shall be proportionate to the duration of the contract. Where a contract is renewed for the same function and position, no further probationary period shall apply.

In cases where a contract does not specify a probation period, the probation period as stipulated by law shall apply.

The probation period shall be suspended in the case of approved leave of two weeks or more and shall be extended by the duration of such leave. During this suspension, neither party may terminate the employment.

## 05

### **JISTA' L-IMPJIEG JIĠI TERMINAT WAQT IL-PERJODU TA' PROVA?**

Waq t il-perjodu ta' prova kull parti tista' tte mm l-impjieg mingħajr ma tagħti ebda raġuni, sakemm jingħata avviż ta' ġimgħa jekk l-impjieg ikun ilu aktar minn xahar. Madankollu, fil-każ ta' terminazzjoni tal-impjieg t'impjegata tqila waqt il-perjodu ta' probation, il-prinċipal hu obbligat li jagħtiha r-raġunijiet bil-miktub biex jiġġustifika li t-tkeċċija ma tkunx relatata mal-kundizzjoni tal-impjegata.

### **CAN EMPLOYMENT BE TERMINATED DURING THE PROBATIONARY PERIOD?**

During the probationary period, either party may terminate employment without giving any reason, provided that one week's notice is given if the employment has lasted more than one month. However, in the event of termination of a pregnant employee's employment during the probationary period, the employer is obliged to provide her with written reasons demonstrating that the dismissal is unrelated to her condition.



# PAGI WAGES

## 06

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### **KEMM HI L-PAGA MINIMA TAS-SENA KURRENTI?**

Għas-sena 2026, il-paga minima nazzjonali relatata ma' ġimgħa ta' xogħol normali hi ta' €229.44

### **WHAT IS THE MINIMUM WAGE FOR THE CURRENT YEAR?**

For the year 2026, the national minimum wage relating to a normal working week is €229.44.

## 07

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### **KULL IMPJEGAT HUWA INTITOLAT GĦAŻ-ŻIEDA MARBUTA MAL-GĦOLI TAL-ĦAJJA?**

Iva, iż-żieda marbuta mal-għoli tal-ħajja hija obligatorja. Impjegat full-time huwa intitolat għaž-żieda sħiħa, filwaqt li impjegat part-time huwa intitolat għaž-żieda pro rata (li hija ż-żieda diviża b'erbgħin).

### **IS EVERY EMPLOYEE ENTITLED TO THE COST-OF-LEAVEING INCREASE?**

Yes, the cost-of-Leaveing increase is mandatory. A full-time employee is entitled to the full increase, while a part-time employee is entitled to the pro rata increase, which is the increase (divided by forty).



## 08

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### **META GĦANDHOM JIŦĦALLSU L-PAGI?**

Il-pagi għandhom jiŦĦallsu f'intervalli regolari li ma jeċċedux l-erba' ġimgħat b'lura jew sa massimu ta' darba fix-xahar. Perjodi differenti jistgħu jiġu miftiehma fi ftehim kollettiv. Jekk il-prinċipal jonqos milli jĦallas il-pagi tal-impjegat, jista' jitressaq ilment lid-Dipartiment tar-Relazzjonijiet Industrijali u tal-Impjeg.

### **WHEN MUST WAGES BE PAID?**

Wages must be paid at regular intervals not exceeding four weeks in arrears or maximum once a month. Different periods may be agreed upon in a collective agreement. If the employer fails to pay the employee's wages, a complaint may be lodged with the Department for Industrial and Employment Relations.

# PAGI WAGES

## 09

### L-IMPJEGAT GĦANDU DRITT LI JINGHATA PAYSLIP?

Iva, il-prinċipal għandu obbligu li jagħti lill-impjegati tiegħu payslip dettaljata ma kull paga. Din il-payslip għandha tinkludi fost affarijiet oħra:

- is-somma totali tal-paga mħallsa u kif ġiet imqassma;
- il-perjodu li tkun qed tkopri l-paga mħallsa;
- in-numru ta' sigħat normali maħduma inkluż dawk maħduma fil-ġurnata tal-Ħadd jew btala pubblika meta dan ikun parti mis-sigħat skedati normali tax-xogħol;
- in-numru ta' sigħat imħallsa bħala sahra;
- in-numru ta' sigħat ta' leave annwali li ttieħdu u l-bilanċ ta' leave li jkun fadal;
- kwalunkwe bonuses, allowances jew commissions imħallsa;
- kwalunkwe tnaqqis effetwat, inkluż kontribuzzjonijiet tas-sigurtà soċjali u taxxa.

### IS THE EMPLOYEE ENTITLED TO A PAYSLIP?

Yes, the employer is obliged to provide employees with a detailed payslip with each payment. This payslip must include, among other things:

- the total amount of pay and its breakdown;
- the period covered by the payment;
- the number of normal hours worked, including those worked on a Sunday or public holiday when this forms part of the normal scheduled working hours;
- the number of hours paid as overtime;
- the number of annual leave hours taken and the remaining leave balance;
- a breakdown of any bonuses, allowances or commissions paid;
- any deductions made, including social security contributions and tax.

# 10

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## **IR-RATI TAS-SAHRA HUMA REGOLATI BIL-LIĠI?**

Il-biċċa l-kbira tas-setturi għandhom ir-rati minimi ta' sahra tagħhom regolati mill-Ordni li Jirregola l-Pagi rispettiva, li jirregola l-attività tax-xogħol tagħhom. Fejn ir-rati tas-sahra għall-kategorija partikolari t'impjegati ma jiġux irregolati mill-Ordni li Jirregola l-Pagi, ir-rata ta' sahra applikabbli hija dik ta' siegħa u nofs fis-siegħa meta maħduma aktar minn 40 siegħa fil-ġimgħa, medja fuq perjodu ta' 4 ġimgħat jew matul ciklu ta' xift fid-diskrezzjoni ta' min iħaddem/thaddem.

## **ARE OVERTIME RATES REGULATED BY LAW?**

Most sectors have their own minimum overtime rates regulated by the respective Wage Regulation Order governing their work activity. Where overtime rates for a particular category of employees are not regulated by a Wage Regulation Order, the applicable overtime rate is one and a half times the hourly rate when worked in excess of 40 hours per week, averaged over a four-week period or during a shift cycle at the discretion of the employer.

# PAGI WAGES

## 11

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### **JISTA' IMPJEGAT JIRRIFJUTA LI JAĦDEM SAHRA?**

Il-prinċipal jista' jobbliga impjegat li jaħdem sahra meta (1) in-numru totali ta' sigħat maħduma ma jaqbzux il-medja ta' 48 siegħa fil-ġimgħa, u meta (2) impjegat ikun ta l-kunsens tiegħu bil-miktub biex jaħdem aktar minn din il-medja. Dan il-kunsens jista' jiġi rtirat mill-impjegat sakemm jingħata avviż bil-miktub ta' mill-inqas sebat ijiem jew ta' perjodu itwal li ma jaqbiżx it-tliet xhur li jista' jiġi maqbul bejn il-partijiet.

### **CAN AN EMPLOYEE REFUSE TO WORK OVERTIME?**

An employer may require an employee to work overtime when (1) the total number of hours worked does not exceed an average of 48 hours per week, and (2) the employee has given written consent to work beyond this average. This consent may be withdrawn by the employee upon giving written notice of at least seven days, or such longer period not exceeding three months as may be agreed between the parties.

## 12

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### **F'KAŻIJET TA' TWELID JEW ADOZZJONI TA' TRABI, X'OBBLIGI JEŻISTU FIR-RIGWARD TA' SAHRA?**

L-impjegati mhumiex obbligati li jaħdmu sahra:

- Matul it-tqala.
- Għal perjodu ta' tnax-il xahar jew mit-twelid tal-wild tiegħu/tagħha jew mid-data effettiva tal-adozzjoni tat-tifel jew tifla.

### **IN CASES OF THE BIRTH OR ADOPTION OF A CHILD, WHAT OBLIGATIONS EXIST WITH REGARD TO OVERTIME?**

Employees are not obliged to work overtime:

- During pregnancy.
- For a period of twelve months from either the birth of their child or the effective date of the child's adoption.

## 13

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### **JISTA' PRINĊIPAL JAGĦMEL TNAQQIS MILL-PAGA TA' IMPJEGAT (MINBARRA XI TAXXA JEW KONTRIBUZZJONIJIET TAS-SIGURTÀ SOĊJALI)?**

Prinċipal ma jistax jagħmel tnaqqis mill-paga ta' impjegat minbarra f'ċirkostanzi permessi mil-ligi jew b'ordni ta' Qorti kompetenti.

### **MAY AN EMPLOYER MAKE DEDUCTIONS FROM AN EMPLOYEE'S WAGES (OTHER THAN TAX OR SOCIAL SECURITY CONTRIBUTIONS)?**

An employer may not make deductions from an employee's wages except in circumstances permitted by law or by order of a competent Court.

# PAGI WAGES

## 14

### **JISTA' PRINĊIPAL JIMPONI MULTI LI JISTGĦU JIĠU MNAQQSA MILL-PAGI TAL-IMPJEGAT?**

Sakemm mhux miftiehem fi ftehim kollettiv jew f'dikjarazzjoni bil-miktub u awtorizzat mid-Direttur għar-Relazzjonijiet Industrijali u tal-Impjegat, il-prinċipal ma jistax jimponi multi fuq l-impjegati. L-impjegat irid ikun infurmat bl-istess dikjarazzjoni.

### **MAY AN EMPLOYER IMPOSE FINES DEDUCTIBLE FROM AN EMPLOYEE'S WAGES?**

Unless agreed in a collective agreement, or written declaration and authorised by the Director of Industrial and Employment Relations, an employer may not impose fines on employees. The employee must be informed of such declaration.

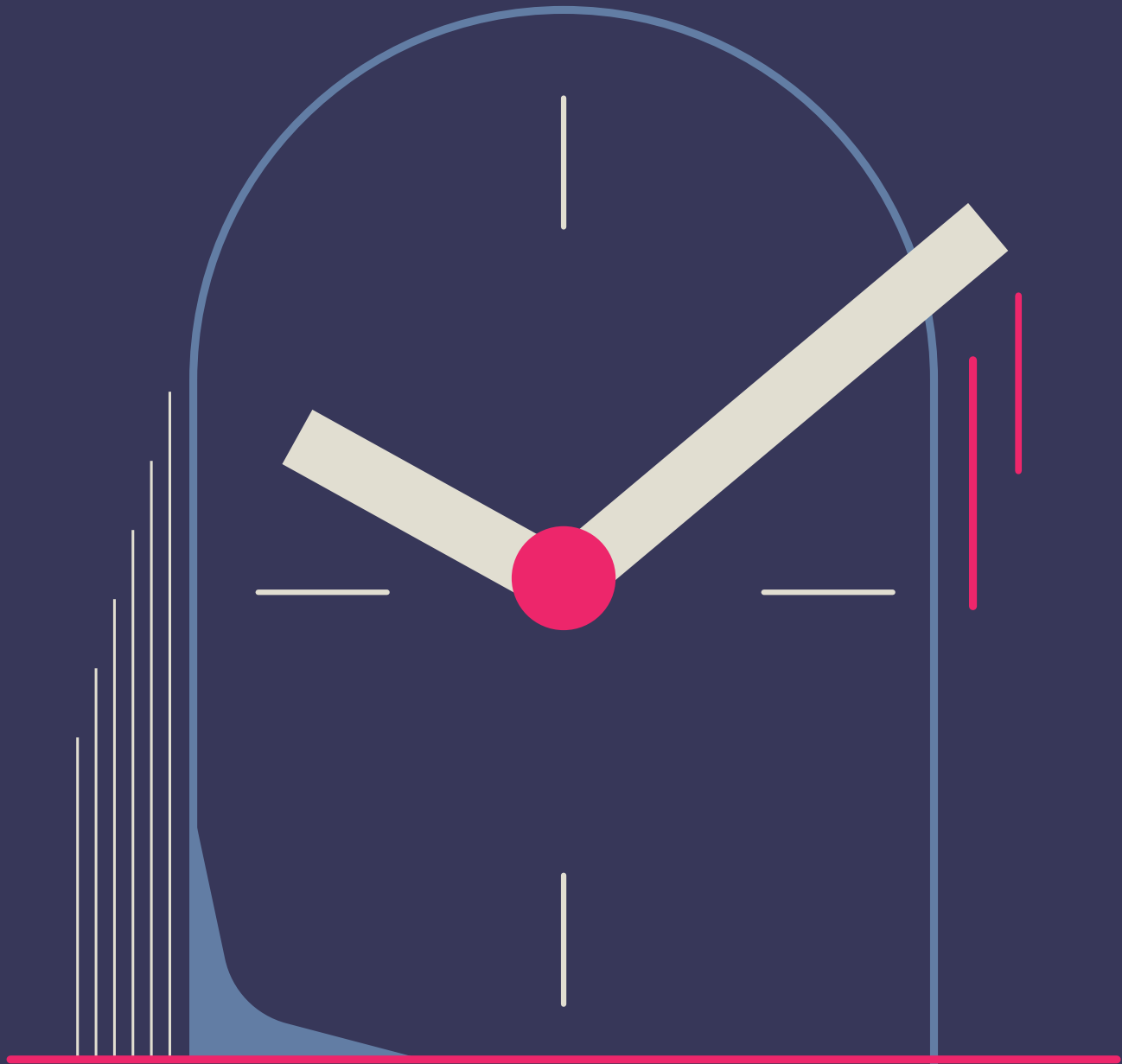
## 15

### **X'INHI R-RATA TA' ĦLAS PAGABBLI F'SIEGĦA GĦAL IMPJEGATI TA' KUNTRATTURI PRIVATI WAQT LI JKUNU QED JIPPROVDU SERVIZZI LIL IMPRIŻI OĦRA KEMM PRIVATI KIF UKOLL ENTITAJIET PUBBLIĊI U DIPARTIMENTI TAL- GVERN?**

Permezz ta' emendi fil-liġi li saru fl-aħħar snin, ir-rata ta' ħlas fis-siegħa applikabbli li hija pagabbli għal dawn l-impjegati trid tkun mill-inqas daqs ir-rata f'siegħa pagabbli lill-impjegati tal-entitajiet tal-Gvern jew intraprizi privati li jwettqu dmirijiet simili. Anki l-kundizzjonijiet l-oħra tax-xogħol iridu jkunu l-istess.

### **WHAT HOURLY RATE OF PAY APPLIES TO EMPLOYEES OF PRIVATE CONTRACTORS PROVIDING SERVICES TO OTHER PRIVATE UNDERTAKINGS, PUBLIC ENTITIES AND GOVERNMENT DEPARTMENTS?**

By virtue of amendments to the law made in recent years, the applicable hourly rate of pay for these employees must be at least equal to the hourly rate payable to employees of Government entities or private enterprises performing similar duties. All other working conditions must also be the same.



# SIGHAT TAX-XOGĦOL

## WORKING HOURS

16

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### **X'INHUMA S-SIGHAT NORMALI TAX-XOGĦOL FIL-ĠIMGHA?**

Is-sighat normali tax-xogħol f'impjeg full-time ivarjaw skont is-settur rilevanti tal-industrija. Dawn huma stabbiliti fl-Ordnijiet li Jirregolaw il-Pagi li jirregolaw dawn is-setturi skont l-attività tax-xogħol. Is-sighat normali ta' xogħol t'impjegat part-time għandhom ikunu anqas minn dawk maħduma minn impjegat komparabli fuq bażi full-time, ikkalkolati fuq bażi ta' ġimgħat jew fuq perjodu ta' impjeg ta' mhux aktar minn sena.

### **WHAT ARE THE NORMAL WORKING HOURS PER WEEK?**

The normal working hours in full-time employment vary according to the relevant industry sector. These are set out in the Wage Regulation Orders governing each sector according to work activity. The normal working hours of a part-time employee must be less than those worked by a comparable full-time employee, calculated on a weekly basis or over an employment period of not more than one year.

## 17

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### **MIN JISTA' JAĦDEM FUQ BAŻI TA' SIGĦAT IMNAQQSA (REDUCED HOURS)?**

Impjeg full-time b'sigħat imnaqqsa huwa impjeg li l-kontribuzzjonijiet tas-sigurtà soċjali tiegħu huma pagabbli. Dan l-arranġament ta' sigħat imnaqqsa jista' jsir meta impjegat jiftiehem mal-prinċipal tiegħu biex jaħdem sigħat anqas minn dawk maħduma minn impjegat full-time komparabbli. F'dawn il-kazijiet, il-paga u entitlements oħra jridu jingħataw fuq bażi pro-rata.

## 18

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### **KULL MIN JAĦDEM FUQ BAŻI PART-TIME HUWA ELIĠIBBLI GĦAD-DRITTIJET (ENTITLEMENTS) PRO-RATA?**

Fi kwalunkwe impjeg part-time, kemm bħala impjeg primarju kif ukoll sekondarju, impjegat part-time huwa intitolat għall-benefiċċji kollha li jgawdi minnhom impjegat full-time komparabbli, fuq bażi pro rata.

### **WHO CAN WORK ON A REDUCED HOURS BASIS?**

Full-time employment with reduced hours is employment for which social security contributions are payable. This arrangement can be made when an employee agrees with their employer to work fewer hours than those worked by a comparable full-time employee. In such cases, pay and other entitlements must be granted on a pro rata basis.

### **IS ANYONE WORKING ON A PART-TIME BASIS ELIGIBLE FOR PRO RATA ENTITLEMENTS?**

In any part-time employment, whether as a primary or secondary employment, a part-time employee is entitled to all the benefits enjoyed by a comparable full-time employee, on a pro rata basis.

# PERJODI TA' MISTRIEĦ

## REST PERIODS

### 19

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#### **IMPJEGAT HUWA INTITOLAT GĦAL WAQFA TA' MISTRIEĦ MATUL IL-ĠURNATA?**

Fejn il-ġurnata tax-xogħol hija itwal minn sitt sigħat, l-impjegat hu intitolat għal mhux anqas minn 15-il minuta mistrieħ sakemm m'hemmx ipprovdut perjodu ta' mistrieħ itwal b'regolament jew ftehim. Dan il-perjodu ta' mistrieħ mhuwiex meqjus bħala ħin tax-xogħol.

#### **IS AN EMPLOYEE ENTITLED TO A REST BREAK DURING THE DAY?**

Where the working day is longer than six hours, the employee is entitled to a rest break of not less than 15 minutes, unless a longer rest period is provided for by regulation or agreement. This rest period is not considered as working time.

### 20

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#### **KEMM HU L-PERJODU TA' MISTRIEĦ LI JRID JINGĦATA BEJN ĠURNATA TAX-XOGĦOL U OĦRA?**

Kull impjegat hu intitolat għal perjodu ta' mistrieħ ta' kuljum ta' minimu ta' tliet-taxxer-il siegħa konsekuttiva.

#### **HOW LONG IS THE REST PERIOD THAT MUST BE GRANTED BETWEEN WORKING DAYS?**

Every employee is entitled to a daily rest period of at least eleven consecutive hours.

# 21

## **L-IMPJEGAT HUWA INTITOLAT GĦAL ĠURNATA TA' MISTRIEĦ FIL-ĠIMGĦA?**

Minbarra l-11-il siegħa mistrieħ ta' kuljum, kull impjegat huwa intitolat għal perjodu ta' mistrieħ mhux interrott fil-ġimgħa ta':

- 24 siegħa mhux interrotti f'perjodu ta' sebat ijiem, jew
- Perjodu wieħed ta' 48 siegħa konsekuttiva f'perjodu ta' 14-il ġurnata.
- Żewġ perjodi ta' 24 siegħa konsekuttiva kull wieħed f'perjodu ta' 14-il ġurnata.

Madankollu, f'ċerti ċirkostanzi speċifikati fil-liġi, jista' jkun hemm il-possibilità li f'ħaddiem ma jagħmilx użu mill-perjodu kollu ta' mistrieħ sakemm jingħataw perjodi ta' mistrieħ kumpensatorji ekwivalenti lill-ħaddiem ikkonċernat f'ċertu każijiet immedjatament wara l-perjodi korrispondenti li jkunu nħadmu.

## **IS THE EMPLOYEE ENTITLED TO A WEEKLY REST DAY?**

In addition to the 11-hour daily rest, every employee is entitled to an uninterrupted weekly rest period of:

- 24 uninterrupted hours in a seven-day period; or
- one period of 48 consecutive hours in a 14-day period; or
- two periods of 24 consecutive hours each in a 14-day period.

However, in certain circumstances specified by law, it may be possible for a worker not to make use of the full rest period, provided that equivalent compensatory rest periods are granted to the worker concerned, and in certain cases immediately following the corresponding periods worked.

# AĠENZIJI TAX-XOGĦOL

## EMPLOYMENT AGENCIES

### 22

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#### **X'INHUMA R-REGOLI BIEX WIEHED JAGHTI SERVIZZ T'AĠENZIJA TAL-IMPJIEG?**

F'April 2024 daħlu regolamenti ġodda biex aġenziji tal-impjieg li jagħtu s-servizzi ta' reklutaġġ, ta' xogħol temporanju u/jew ta' outsourcing (kuntratturi u sottokuntratturi) lill-imprizi tal-utenti, iridu jikkwalifikaw għal liċenzja biex ikunu jistgħu joperaw.

### 23

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#### **XI DRITTIJET GĦANDHOM IL-HADDIEMA LI JAĦDMU MAL-AĠENZIJI TA' XOGĦOL TEMPORANJU?**

Il-kundizzjonijiet bażiċi tax-xogħol u tal-impjieg tal-ħaddiema tal-aġenziji ta' xogħol temporanju u tal-outsourcing huma ekwivalenti għal dawk applikabbli kieku ġew rekrutati direttament mill-impriza utenti u r-regolamenti jiżguraw ukoll konformità mar-regoli tas-settur pubbliku.

#### **WHAT ARE THE RULES FOR PROVIDING EMPLOYMENT AGENCY SERVICES?**

In April 2024, new regulations were introduced requiring employment agencies to obtain a licence before operating. This applies to agencies that provide recruitment, temporary work, or outsourcing services, whether acting as contractors or subcontractors, to client companies.

**[WWW.EMPLOYMENTAGENCIES.GOV.MT](http://WWW.EMPLOYMENTAGENCIES.GOV.MT)**

#### **WHAT RIGHTS DO WORKERS ENGAGED THROUGH TEMPORARY WORK AGENCIES HAVE?**

The basic working and employment conditions of temporary agency and outsourced workers must be the same as those that would apply if they were hired directly by the user company. The regulations also ensure compliance with public sector requirements.



## 24

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### **X'REGOLI HEMM B'RABTA MAL-METODU TA' HLAS TA' HADDIEMA MINN PAJJIŻI TERZI?**

Dawk il-ħaddiema li ġew ingaġġati mill-1 ta' Ottubru 2025, il-paga tagħhom trid titħallas biss permezz ta' trasferiment bankarju jew elettroniku.

### **WHAT RULES APPLY REGARDING THE METHOD OF PAYMENT FOR WORKERS FROM THIRD COUNTRIES?**

For employees hired from 1 October 2025 onwards, wages must be paid exclusively by bank transfer or electronic transfer.

# LEAVE LEAVE

## 25

### **KEMM HU L-AMMONT TA' LEAVE TA' VAGANZA LI IMPJEGAT HU INTITOLAT GĦALIH?**

Impjegat li jaħdem 40 siegħa fil-ġimgħa huwa intitolat għal 192 siegħa leave ta' vaganza fis-sena. Ma' dan l-ammont iridu jiżdiedu l-festi pubbliċi li jaqgħu fi għranet ta' mistrieħ, mit-Tnejn sal-Ħadd. Jekk dawn is-sieghat normali (eskluz sahra) ikunu taħt jew jaqbzu 40 siegħa fil-ġimgħa, l-intitolament tal-leave ta' vaganza f'sieghat għandu jiġi aġġustat skont dan. Bi ftehim mal-prinċipal, il-leave jista' jittiehed f'sieghat. Inkella, jekk ma jkunx hemm ftehim bejn il-prinċipal u l-impjegat, il-Leave irid jintuza bħala ġurnata sħiħa.

### **HOW MUCH ANNUAL LEAVE IS AN EMPLOYEE ENTITLED TO?**

An employee working 40 hours per week is entitled to 192 hours of annual leave per year. With this amount, public holidays that fall on days of rest, between Monday and Sunday must be added. Where normal working hours (excluding overtime) are below or exceed 40 hours per week, the leave entitlement in hours must be adjusted accordingly. Leave may be taken in hours by agreement with the employer. Where no such agreement exists, leave must be taken as full days.



**192**  
**HOURS**

## 26

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### **L-IMPJEGAT MA JISTAX JAGHŻEL META JIEHU L-LEAVE?**

Minkejja li hija d-dritt tal-impjegat li japplika għal leave, l-applikazzjoni għal leave trid tiġi approvata mill-prinċipal qabel ma impjegat jista' jipproċedi bil-leave. Il-prinċipal jista' japprova jew jirrifjuta applikazzjoni għal leave, billi jikkunsidra l-eżiġenzi tax-xogħol. Iżda meta l-prinċipal ikun approva l-leave, dak il-leave ma jistax jiġi kkanċellat sakemm ma jkunx hemm qbil bejn il-prinċipal u l-ħaddiem.

## 27

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### **HUWA POSSIBBLI LI IMPJEGAT JIĠI MĦALLAS GĦAL-LEAVE ANNWALI MINFLOK MA JITTEHD?**

Il-liġi tispesifika li perjodu minimu ekwivalenti għal erba' ġimgħat (160 siegħa) ma jistax jiġi sostitwit b'kumpens, minbarra meta l-impjegat tal-impjegat jiġi terminat.

### **DOES THE EMPLOYEE HAVE THE RIGHT TO CHOOSE WHEN TO TAKE LEAVE?**

While it is the employee's right to apply for leave, any application must be approved by the employer before the employee proceeds to take such leave. The employer may approve or reject a leave application, taking into account the operational needs of the business. Once leave has been approved, however, it may not be cancelled unless there is agreement between the employer and the employee.

### **CAN AN EMPLOYEE BE PAID IN LIEU OF TAKING ANNUAL LEAVE?**

The law specifies that a minimum period equivalent to four weeks (160 hours) may not be replaced by compensation, except upon termination of employment.

# LEAVE LEAVE

28

## JISTA' L-LEAVE TA' VAGANZA JIĠI MGHODDI GHAS-SENA TA' WARAZ?

L-impjegat għandu jipprova jutilizza l-leave ta' vaganza tiegħu matul dik is-sena kalendarja li fiha jkun dovut. Jekk ma jkunx applika għalih, l-impjegat ma jkunx jista' jitlob il-ħlas tiegħu. Huwa possibbli biss li jingħadda sa 50% mil-leave annwali għas-sena ta' wara jekk ikun hemm ftehim mal-prinċipal.

## CAN ANNUAL LEAVE BE CARRIED OVER TO THE FOLLOWING YEAR?

Employees should make every effort to use their annual leave within the calendar year in which it falls due. Leave not applied for cannot be claimed as payment. It is only possible to carry over up to 50% of annual leave to the following year by agreement with the employer.



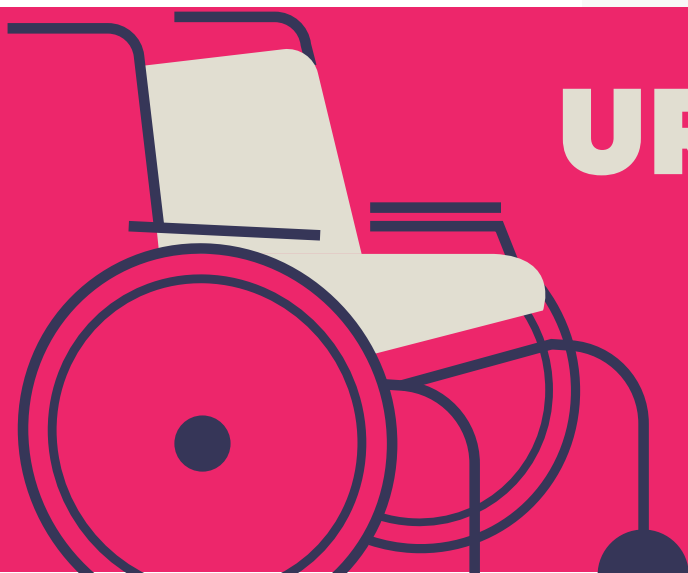
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**X'ARRANĠAMENTI HEMM BIEX IMPJEGAT  
JIEHU LEAVE URĠENTI GĦAL RAĠUNIJET  
PRIVATI U PERSONALI?**

Il-principal huwa obligat li jagħti lil kull impjegat minimu totali ta' tnejn u tletin siegħa għal raġunijiet familjari urġenti. L-ewwel 16-il siegħa li jittieħdu jitnaqqsu mil-leave tal-vaganzi u s-16-il siegħa l-oħra jitnaqqsu mil-leave tal-mard. Il-leave urġenti għandu jkun relatat ma' kazijiet ta' mard jew incidenti lil membri tal-familja immedjata tal-impjegat.

**WHAT ARRANGEMENTS EXIST FOR EMPLOYEES  
TO TAKE URGENT LEAVE FOR PERSONAL AND  
FAMILY REASONS?**

The employer is obliged to grant each employee a minimum total of thirty-two hours for urgent family reasons. The first 16 hours are deducted from annual leave and the remaining 16 hours from sick leave. Urgent leave must be related to illness or an accident involving a member of the employee's immediate family.

**URGENT  
LEAVE**

# LEAVE LEAVE

## 30

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### **KEMM HU L-AMMONT TA' LEAVE TAL-MARD TA' IMPJEGAT?**

L-ammont ta' leave tal-mard ivarja skont is-settur rilevanti tal-industrija. L-ammont applikabbli ta' intitolament ta' leave tal-mard huwa pprovdut fl-Ordni li Tirregola l-Pagi applikabbli għas-settur tal-industrija speċifiku jew f'settur li mhux kopert b'Ordni li Tirregola l-Pagi, impjegat huwa intitolat għal ġimagħtejn ta' xogħol leave tal-mard sick leave fis-sena (ikkalkolati f'sigħat).

### **HOW MUCH SICK LEAVE IS AN EMPLOYEE ENTITLED TO?**

Sick leave entitlement varies according to the relevant industry sector, as set out in the applicable Wage Regulation Order. In sectors not covered by a Wage Regulation Order, an employee is entitled to two working weeks of sick leave per year, (calculated in hours).

# 31

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## **IMPJEGAT JIĠI MĦALLAS JEKK IKORRI WAQT IL-ĦIDMA TIEGĦU?**

Iva, l-impjegati huma intitolati għall-perjodu massimu ta' sena leave għal korriment (injury leave) b'paga sħiħa, wara li jitnaqqas l-ammont sħiħ ta' benefiċċju għal korriment industrijali li l-impjegat jista' jkun intitolat għalih skont l-Att dwar is-Sigurtà Soċjali, jekk ikun korra waqt il-qadi ta' dmirijietu u mhux minħabba negliġenza kontributorja tiegħu stess jew minħabba nuqqas ta' ħarsien ta' regolamenti ta' sigurtà pprovduti mill-prinċipal.

## **IS AN EMPLOYEE PAID IF INJURED IN THE COURSE OF EMPLOYMENT?**

Yes, employees are entitled to a maximum period of one year of injury leave on full pay, after deduction of any industrial injury benefit to which they may be entitled under the Social Security Act. This applies where the injury occurred in the course of employment and was not due to the employee's own contributory negligence or failure to comply with safety regulations set by the employer.

# LEAVE LEAVE

32

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**WAQT LI IMPJEGAT IKUN B'LEAVE GHAL  
KORRIMENT, IL-BENEFIĊĠI TA' LEAVE  
ANNWALI U L-BONUSES JIBQGHU  
JAKKUMULAW FAVUR L-IMPJEGAT?**

Iva, il-leave annwali u l-bonuses jibqgħu jakkumulaw favur l-impjegat ġaladarba jibqa' jirċievi l-paga.

**WHILE AN EMPLOYEE IS ON INJURY LEAVE,  
DO ANNUAL LEAVE AND BONUS ENTITLEMENTS  
CONTINUE TO ACCRUE?**

Yes, annual leave and bonuses continue to accrue in the employee's favour for as long as they continue to receive pay.



**EMERGENCY**

**KEMM HU L-AMMONT TA' LEAVE TAL-MATERNITÀ LI IMPJEGATA HI INTITOLATA GĦALIH U KIF GĦANDU JIĠI AMMINISTRAT?**

Impjegata tqila tista' tirrikorri għal leave tal-maternità għal perjodu mhux interrott ta' 18-il ġimgħa:

- L-ewwel 14-il ġimgħa bil-paga kollha mħallsa mill-prinċipal.
- L-4 ġimgħat l-oħra huma fakultattivi u ma jithallsux mill-prinċipal. Madankollu jekk impjegata tagħzel li tirrikorri għal dawn l-4 ġimgħat leave tal-maternità li huma fakultattivi, jew parti minnhom, hija tista' tapplika għall-Benefiċċju tal-Leave tal-Maternità skont l-Att dwar is-Sigurtà Soċjali li tista' tkun intitolata għalih.

Fit-tmiem tal-leave tal-maternità, l-impjegata għandha dritt li terġa' tidhol fil-pożizzjoni li kellha qabel ma beda l-leave tal-maternità u jekk dan ma jkunx possibbli, f'pożizzjoni relatata.

**HOW MUCH MATERNITY LEAVE IS AN EMPLOYEE ENTITLED TO, AND HOW IS IT ADMINISTERED?**

A pregnant employee is entitled to maternity leave for an uninterrupted period of 18 weeks:

- The first 14 weeks are on full pay, paid by the employer.
- The remaining 4 weeks are optional and unpaid by the employer. However, an employee who chooses to take all or part of these optional 4 weeks may apply for the Maternity Leave Benefit under the Social Security Act, to which she may be entitled.

At the end of maternity leave, the employee has the right to return to the position she held before the leave began or, where this is not possible, to a related position.

# LEAVE LEAVE

## 34

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### **MINN META OMM GĦANDU JKOLLHA DRITT GĦAL-LEAVE TAL-MATERNITÀ?**

Il-leave ta' maternità beda jingħata jekk it-twelid ikun seħħ wara 22 ġimgħa, wara estensjoni riċenti ta' sitt ġimgħat hekk kif qabel kien jingħata biss jekk it-twelid seħħ wara 28 ġimgħa.

### **FROM WHAT POINT IS A MOTHER ENTITLED TO MATERNITY LEAVE?**

Maternity leave is now granted where the birth occurs after 22 weeks of pregnancy, following a recent extension of six weeks, as previously it was only granted where the birth occurred after 28 weeks.

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### **IMPJEGATA TQILA GĦANDHA DRITT TIEHU TIME-OFF BIEX TATTENDI TESTIJET PRENATAL?**

Impjegata hija intitolata għal time-off mingħajr ma titlef paga jew xi benefiċċji oħra, biex tattendi testijiet prenatal, jekk dawn it-testijiet mediċi jridu jsiru waqt il-ħin tax-xogħol. Il-prinċipal għandu dritt li jitlob prova ta' dan.

### **IS A PREGNANT EMPLOYEE ENTITLED TO TIME OFF TO ATTEND PRENATAL TESTS?**

An employee is entitled to time off without loss of pay or any other benefits to attend prenatal tests, where these must take place during working hours. The employer has the right to ask proof of this.

## 36

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### **IMPJEGATA LI TKUN TQILA, QED TREDDA' JEW LI TKUN GHADHA KIF WELLDDET GHANDHA TIĞI ESPOSTA GHAL PERIKLI FIL-POST TAX-XOGHOL TAGHHA?**

Jekk ikun hemm riskji fil-post tax-xogħol li jistgħu jipperikolaw is-saħħa u s-sigurtà tal-impjegata u/jew tat-tqala, din l-impjegata tkun intitolata għal leave tal-maternità speċjali sakemm jibqa' jeżisti dan ir-riskju.

## 37

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### **KEMM HU L-LEAVE TAL-PATERNITÀ?**

Il-leave ta' paternità żdied għal għaxart ijiem bi ħlas.

### **SHOULD A PREGNANT, BREASTFEEDING OR RECENTLY POST-NATAL EMPLOYEE BE EXPOSED TO WORKPLACE HAZARDS?**

Where risks in the workplace may endanger the health and safety of the employee and/or her pregnancy, the employee shall be entitled to special maternity leave for as long as the risk persists.

### **HOW MUCH PATERNITY LEAVE IS AN EMPLOYEE ENTITLED TO?**

Paternity leave has been increased to ten days with pay.

# LEAVE LEAVE

## 38

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### **KEMM HU L-LEAVE TAL-ĠENITURI?**

Il-leave tal-ġenituri (Parental Leave) hu ta' erba' xhur li xahrejn minnhom jiġu mħallsa bir-rata tal-benefiċċju tal-mard għal kull ġenitur sakemm il-wild jagħlaq tmien snin.

## 39

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### **X'INHUMA D-DRITTIJET TAL-IMPJEGAT LI GĦANDU BŻONN PERJODU TA' HIN LIBERU MILL-IMPJIEG BIEX IKUN JISTA' JIEĦU HĦSIEB L-ULIED?**

Kemm l-impjegati rġiel kif ukoll nisa li jkunu ilhom tal-inqas 12-il xahar f'impjieg kontinwu mal-prinċipal tagħhom għandhom dritt individwali li jieħdu parental leave għal twelid, adozzjoni jew kustodja legali ta' wild biex ikunu jistgħu jieħdu hġsieb dan il-wild għal perjodu ta' erba' xhur sakemm il-wild jagħlaq tmien snin. Xahrejn minnhom huma mħallsa bir-rata tal-benefiċċju tal-mard għal kull ġenitur.

### **HOW MUCH PARENTAL LEAVE IS AN EMPLOYEE ENTITLED TO?**

Parental leave is four months, two months of which are paid at the rate of sickness benefit, for each parent until the child is eight years of age.

### **WHAT ARE THE RIGHTS OF AN EMPLOYEE WHO NEEDS TIME OFF TO CARE FOR A CHILD?**

Both male and female employees who have been in continuous employment with the same employer for at least 12 months have an individual right to take parental leave following the birth, adoption or legal custody of a child, in order to care for that child, for a period of four months until the child reaches the age of eight. Two of these months are paid at the rate of sickness benefit, for each parent.

**KEMM HU L-AMMONT TA' LEAVE GĦALL-ĠENITURI LI JKUNU TILFU LILL-ULIEDHOM?**

Żdied l-ammont ta' leave lil ġenituri f'każ ta' mewt ta' tifel jew tifla tagħhom minorenni taħt l-età ta' 18-il sena. Dan il-leave żdied minn ġurnata jew jumejn għal total ta' sebat ijiem. Il-ġranet leave miżjuda huma mħallsa mill-Gvern. Il-ġenituri qegħdin jingħataw dan it-tip ta' leave bħala support f'dan il-mument diffiċli.

**WHAT LEAVE IS AVAILABLE TO PARENTS WHO HAVE LOST A CHILD?**

Leave entitlement for parents in the event of the death of their minor child under the age of 18 has been increased. This leave has been increased from one or two days, to a total of seven days. The additional leave days are paid for by the Government. Parents are being granted this type of leave as support during this difficult time.



# LEAVE LEAVE

## 41

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### **KEMM HU L-AMMONT TA' LEAVE GĦAL- ĠENITURI LI L-FAMILJA TAGĦHOM TKUN GĦADDIET MINN KORRIMENT?**

Ġie introdott leave ġdid ta' sebat ijiem kalendarji konsekuttivi mħallas għal koppji li jkunu soffrew korriment tat-tqala (miscarriage). Dan il-leave ġdid jirrikonoxxi l-impatt emozzjonali u fiżiku tal-korriment u permezz tiegħu qed tiġi issalvagwardjata d-dinjità tal-ħaddiema f'mument vulnerabbli. Dan il-leave hija intitolata għalih kemm il-ġenitur li soffriet il-korriment kif ukoll it-tieni ġenitur. Dan japplika għal korrimenti li jseħħu qabel 22 ġimgħa ta' tqala.

## 42

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### **L-IMPJEGAT HUWA INTITOLAT GĦAL XI LEAVE IEĦOR SPEĊJALI?**

L-impjegat huwa intitolat għal leave speċjali ieħor leave taż-żwieġ, leave għall-adozzjoni, leave ta' prokreazzjoni medikament assistita, leave tal-luttu u leave ta' servizz ta' ġurat.

### **WHAT LEAVE IS AVAILABLE TO PARENTS WHO HAVE SUFFERED A MISCARRIAGE?**

A new leave entitlement of seven consecutive calendar days on full pay has been introduced for couples who have suffered a miscarriage. This new leave recognises the emotional and physical impact of the loss and safeguards the dignity of workers at a vulnerable moment. Both the parent who suffered the loss and the other parent are entitled to this leave. This applies to miscarriages before 22 weeks.

### **IS THE EMPLOYEE ENTITLED TO ANY OTHER FORMS OF SPECIAL LEAVE?**

Employees are entitled to other forms of special leave, including marriage leave, adoption leave, medically assisted procreation leave, bereavement leave and jury service leave.

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## **JEŻISTI LEAVE GĦALL-PERSUNI LI JIEHDU ĦSIEB PERSUNI OĦRA F'ĊIRKOSTANZI TA' MARD?**

Fl-aħħar snin iddaħħal leave ta' ħamest ijiem bla ħlas għall-persuni li jindukraw qarib jew persuna li tgħix fl-istess dar u li jeħtieġu indukrar għal raġuni medika.

## **IS THERE LEAVE AVAILABLE FOR THOSE CARING FOR OTHERS IN CIRCUMSTANCES OF ILLNESS?**

In recent years, a five-day unpaid leave entitlement has been introduced for those caring for a relative or a person living in the same household who requires care for a medical reason.





# **PERJODU TA' AVVIŻ U TMIEM TAL-IMPJEG**

NOTICE AND  
TERMINATION OF  
EMPLOYMENT

### KEMM HU TWIL IL-PERJODU T'AVVIŻ?

It-tul tal-perjodu t'avviż jiddependi fuq it-tul tas-servizz kontinwu tal-impjegat fl-istess impjieg:

- Aktar minn xahar u sa sitt xhur — ġimgħa
- Aktar minn sitt xhur u sa sentejn — ġimagħtejn
- Aktar minn sentejn u sa erba' snin — erba' ġimgħat
- Aktar minn erba' snin u sa seba' snin — tmien ġimgħat
- Aktar minn seba' snin u sa tmien snin — disa' ġimgħat
- Aktar minn tmien snin u sa disa' snin — għaxar ġimgħat
- Aktar minn disa' snin u sa għaxar snin — ħdax-il ġimgħa
- Aktar minn għaxar snin — tnax-il ġimgħa

Perjodi itwal jistgħu jiġu miftehma bejn il-prinċipal u l-impjegat fil-każijiet ta' pożizzjonijiet tekniċi, amministrattivi, eżekuttivi jew maniġerjali. Madankollu, jekk l-impjieg jiġi terminat waqt il-perjodu ta' prova, ikun jirrikjedi li jingħata perjodu ta' ġimgħa t'avviż biss, sakemm l-impjegat ikun qabeż xahar fit-tali impjieg.

### HOW LONG IS THE NOTICE PERIOD?

The length of the notice period depends on the employee's length of continuous service in the same employment:

- More than one month and up to six months: one week
- More than six months and up to two years: two weeks
- More than two years and up to four years: four weeks
- More than four years and up to seven years: eight weeks
- More than seven years and up to eight years: nine weeks
- More than eight years and up to nine years: ten weeks
- More than nine years and up to ten years: eleven weeks
- More than ten years: twelve weeks

Longer periods may be agreed between the employer and the employee in the case of technical, administrative, executive or managerial positions. However, if employment is terminated during the probationary period, only one week's notice shall be given, provided that the employee has completed one month in such employment.

# PERJODU T'AVVIŻ U TMIEM TAL-IMPJIEG

## NOTICE AND TERMINATION OF EMPLOYMENT

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#### **META JIRĊIEVI IL-PERJODU T'AVVIŻ MINGĦAND IL-PRINĊIPAL, L-IMPJEGAT JISTA' JIEQAF MIX-XOGĦOL?**

Jekk l-impjegat jagħżel li jieqaf mix-xogħol meta jirċievi il-perjodu t'avviż mingħand il-prinċipal, il-prinċipal hu obbligat iħallas lill-impjegat somma ugwali għal nofs il-pagi li kienu jkunu pagabbli fir-rigward tal-perjodu t'avviż li ma jkunx inħadem.

#### **UPON RECEIVING NOTICE FROM THE EMPLOYER, MAY THE EMPLOYEE CEASE WORK?**

If the employee chooses to cease work upon receiving notice from the employer, the employer is obliged to pay the employee a sum equal to half the wages that would have been payable in respect of the notice period not worked.

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#### **JISTA' L-PRINĊIPAL ITEM L-IMPJIEG TA' IMPJEGAT MINĦABBA SENSJA U MA JĦALLIX LILL-IMPJEGAT JAĦDEM IL-PERJODU T'AVVIŻ DOVUTA?**

Jekk l-impjegat ma jingħatax l-opportunità li jaħdem il-perjodu t'avviż, il-prinċipal ikun obbligat li jħallas lill-impjegat somma ugwali għall-pagi sħaħ li kienu jkunu pagabbli fir-rigward tal-perjodu t'avviż li ma jkunx inħadem.

#### **CAN THE EMPLOYER TERMINATE EMPLOYMENT BY REASON OF REDUNDANCY WITHOUT ALLOWING THE EMPLOYEE TO WORK THE NOTICE PERIOD?**

If the employee is not given the opportunity to work the notice period, the employer is obliged to pay the employee a sum equal to the full wages that would have been payable in respect of the notice period not worked.

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### **META L-IMPJEGAT JAGHTI L-PERJODU T'AVVIŻ, JISTA' JIEQAF MIX-XOGĦOL?**

Jekk wara li jagħti l-perjodu t'avviż, l-impjegat jieqaf mix-xogħol waqt il-perjodu t'avviż, ikun obbligat li jhallas lill-prinċipal somma ugwali għal nofs il-pagi li kienu jkunu pagabbli fir-rigward tal-perjodu t'avviż li ma jkunx inħadem.

### **IF THE EMPLOYEE GIVES NOTICE, MAY THEY CEASE WORK BEFORE THE NOTICE PERIOD EXPIRES?**

If, after giving notice, the employee ceases work during the notice period, they are obliged to pay the employer a sum equal to half the wages that would have been payable in respect of the notice period not worked.

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### **META L-IMPJEGAT JAGHTI AVVIŻ U L-PRINĊIPAL MA JĦALLIHX JAĦDEM IT-TALI AVVIŻ, L-IMPJEGAT GĦANDU DRITT GĦAL KUMPENS?**

Jekk l-impjegat jagħzel li jkompli jaħdem sakemm jiskadi l-perjodu t'avviż iżda l-prinċipal ma jħallihx jagħmel dan, il-prinċipal ikun obbligat iħallas lill-impjegat somma ugwali għall-pagi sħaħ li kienu jkunu pagabbli fir-rigward tal-perjodu t'avviż li ma jkunx inħadem.

### **IF THE EMPLOYEE GIVES NOTICE BUT THE EMPLOYER DOES NOT ALLOW THEM TO WORK IT, IS THE EMPLOYEE ENTITLED TO COMPENSATION?**

If the employee chooses to continue working until the expiry of the notice period but the employer does not allow them to do so, the employer is obliged to pay the employee a sum equal to the full wages that would have been payable in respect of the notice period not worked.

# PERJODU T'AVVIŻ U TMIEM TAL-IMPJIEG

## NOTICE AND TERMINATION OF EMPLOYMENT

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#### **X'JIGRI JEKK IMPJEGAT JABBANDUNA IMPJIEG MINGHAJR MA JAGHTI AVVIŻ?**

Jekk impjegat jonqos li jagħti avviż jkun obligat li jħallas lill-prinċipal somma ugwali għal nofs il-pagi li kienu jkunu dovuti fir-rigward tal-perjodu t'avviż mhux maħdum.

#### **WHAT HAPPENS IF AN EMPLOYEE ABANDONS EMPLOYMENT WITHOUT GIVING NOTICE?**

If an employee fails to give notice, they shall be obliged to pay the employer a sum equal to half the wages that would have been due in respect of the notice period not worked.

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#### **X'INTITOLAMENTI GĦANDU IMPJEGAT MAT-TMIEM TAL-IMPJIEG TIEGĦU?**

Mingħajr preġudizzju għal dak li jista' jkun dovut fir-rigward ta' penali t'avviż, l-impjegat hu intitolat li jithallas il-paga u sahra maħduma u, fuq bażi proporzjonata skont il-perjodu ta' impjieg, għall-benefiċċji kollha inklużi leave, bonuses eċċ dovuti fid-data tat-tmiem tal-impjieg.

#### **WHAT ENTITLEMENTS DOES AN EMPLOYEE HAVE UPON TERMINATION OF EMPLOYMENT?**

Without prejudice to what may be due in respect of notice, the employee is entitled to be paid the wages and overtime worked and, on a pro rata basis according to the period of employment, all benefits including leave, bonuses etc. due on the date of termination of employment.

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### **X'INHUMA L-OBBLIGI BIL-LIĠI META KUNTRATT GĦAL ŻMIEN FISS JIĠI MITMUM QABEL ID-DATA TAL-ISKADENZA TAL-KUNTRATT?**

Meta ma jkunx hemm raġuni ġustifikata biex jintemm impjieg definit, il-parti li tikser il-kuntratt hi obbligata li tħallas lill-parti l-oħra somma ugwali għal nofs il-pagi sħaħ li kienu jkunu mħallsa kieku l-kuntratt tal-impjieg baqa' fis-seħħ.

### **WHAT ARE THE LEGAL OBLIGATIONS WHEN A FIXED-TERM CONTRACT IS TERMINATED BEFORE ITS EXPIRY DATE?**

Where there is no justified reason for terminating a fixed-term contract early, the party in breach is obliged to pay the other party a sum equal to half the full wages that would have been paid had the employment contract remained in force.

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### **HEMM SITWAZZJONI FEJN IMPJIEG JISTA' JIĠI MITMUM MINGĦAJR MA TINGĦATA AVVIŻ?**

Impjieg jista' jiġi mitmum mingħajr avviż meta t-tul tal-impjieg ma jaqbiżx xahar, u meta jkun hemm kawża ġusta u suffiċjenti (bħal azzjoni dixxiplinarja, raġunijiet ta' saħħa).

### **CAN EMPLOYMENT BE TERMINATED WITHOUT NOTICE?**

Employment may be terminated without notice where the duration of employment does not exceed one month, and where there is just and sufficient cause, such as disciplinary action or health reasons.

# PERJODU T'AVVIŻ U TMIEM TAL-IMPJIEG

## NOTICE AND TERMINATION OF EMPLOYMENT

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#### **JEKK IMPJEGAT IHOSS LI L-IMPJIEG TIEGHU ĠIE MITMUM INGUSTAMENT, X'INHUMA D-DRITTIJET TIEGHU?**

Impjegat li jallega tkeċċija ingusta jista' jressaq ilment quddiem it-Tribunal Industrijali fi żmien erba' xhur mid-data tat-tmiem tal-impjieg.

#### **IF AN EMPLOYEE BELIEVES THEIR EMPLOYMENT HAS BEEN UNFAIRLY TERMINATED, WHAT RECOURSE DO THEY HAVE?**

An employee alleging unfair dismissal may lodge a complaint with the Industrial Tribunal within four months of the date of termination of employment.

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#### **JEKK IMPJIEG JIĠI MITMUM, META GHANDHOM JITHALLSU L-PAGAMENTI FINALI?**

Kull bilanċ ta' pagi għandu jithallas mad-data li jmiss li fiha jithallsu l-pagi wara t-tmiem tal-impjieg.

#### **UPON TERMINATION OF EMPLOYMENT, WHEN ARE FINAL PAYMENTS DUE?**

Any balance of wages must be paid on the next date on which wages are paid after termination of employment.



## DIER CUSTOMER CARE

**FREEPHONE 1575 (EMPLOYEES) | 1576 (EMPLOYERS)**

**INFO.DIER@GOV.MT**

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Tista' żżur il-Customer Care f' 109, Triq Melita, Il-Belt Valletta

You can visit the Customer Care at 109, Melita Street, Valletta

Finijiet tal-ftuħ mit-Tnejn sal-Ġimgħa

Opening hours from Monday to Friday

**Mill-1 ta' Ottubru sal-15 ta' Ġunju**

From 1 October to 15 June

**08.00 - 15.30**

**Mis-16 ta' Ġunju sat-30 ta' Settembru**

From 16 June to 30 September

**08.00 - 12.00**

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