S.L. 452.58 - Travel and Insurance Agencies
FULL-TIME INDEFINITE CONTRACT OF EMPLOYMENT

In accordance with regulations 4 and 6 of the 'Transparent and Predictable Working Conditions Regulations, 2022' (L.N. 267 of 2022), in those cases where a written contract of employment has been signed between the employer and the employee, the employer shall be bound to deliver to the employee a signed copy of the agreement during a period starting on the first working day and ending no later than the seventh calendar day.

Employer Enterprise: _____

Name: Mr. / Ms. / Mrs. _____

I.D. No.: _____

Address: _____

_____

Co. Reg. Number: _____

PE Number: _____

Employee Name: Mr. / Ms. / Mrs. _____
I.D. No.: _____

Address: _____

_____

The parties above agree to enter into this contract of employment with the following terms and conditions:

Job Title _____
(preferably attach job description)

Place of Work _____

_____

(Specify normal place of work and whether the employee will be required to work at any other temporary sites within Malta for the proper performance of the employee's duties.)

Duties Abroad _____

(Specify whether employee may be required to perform duties outside of Malta.)

Date of Commencement _____

Probation Period _____

Wages

1. Full-time Basic Weekly Wage: _____

2. Specify other allowance/s: _____

(such as shift allowance and/or commission structure)

In addition to the above, the employer shall pay the employee the Statutory Bonus and Weekly Allowance as specified by law. (Statutory bonus payable by the 30th June <€135.10> and from the 15th till the 23rd December <€135.10>. Weekly allowance payable by 31st March <€121.16> and 30th September <€121.16>.)

Overtime Rates (1) Whole-time employees, excluding watchmen and a courier/representative:

(a) for all time worked in excess of normal working hours x1.5;

(b) for all-time worked in excess of nine hours in any one day, exclusive of any rate paid in accordance with sub-paragraph (a) of this paragraph, and for all work performed after 1.00 p.m. on Saturday, at the rate of x1.5;

(c) for all time worked on Sundays and customary holidays x2;

(2) Items (a) and (b) of the above shall not apply to workers on night shift duty.

(3) Courier/representative :

(a) for all time worked in excess of forty hours in a week of six days or of seven hours in any one day x1.5;

(b) for all time worked on customary holidays and the weekly day of rest x2

Periodicity of wage payment _____

(state at what intervals wages are to be paid, preferably indicating payment date and payment period)

Normal hours of work (excluding overtime)

(1) Whole-time non-industrial employees:

(a) A five-day week from Monday to Saturday of not more than forty hours of work exclusive of overtime calculated on an average for one calendar year, in a way that the employees shall have a day from Monday to Saturday inclusive free from work and provided that normal work on Saturdays is carried out until 1.00 p.m. only.

(b) Courier/representative:

A working week shall consist of forty hours spread over a period of six days, from Monday to Sunday.

(2) Whole-time industrial employees, other than watchmen: A week of not more than forty hours of work, exclusive of overtime calculated on an average for one calendar year.

(List the total number of working hours per week and the relative schedule of work. However, the Employer may, from time to time change the fixed weekly schedule of work should new business exigencies provided by the employer develop on a permanent basis.)

Public Holidays

When a Public Holiday falls on any day of the week (from Monday to Sunday) and the full-time employee is not scheduled to work on such day as part of the normal weekly roster (being an off day of the employee), the equivalent in hours of one working day is to be added to the employee's vacation leave entitlement. Such extra day of vacation leave is to be added to the employee's vacation leave entitlement on the day of such Public Holiday.

Vacation Leave

A full-time employee whose normal hours of work are 40 hours per week is entitled to 192 hours vacation leave per year. A minimum period equivalent to four weeks may not be replaced by an allowance in lieu.

Sick Leave

Every year, as from commencement date, whole-time employees shall be entitled to the equivalent in hours of 15 days (120 hours) sick leave on full pay and the equivalent in hours of 15 days (120 hours) on half pay.

(In occasions of sickness, a medical certificate has to be presented to the employer on the day of return to work or, if such period of sickness is longer than seven days, within seven days of the commencement of sick leave absence. The employer shall have the right to send a medical practitioner to visit and examine an employee who is on sick leave.)

Other Leave

Paternal Leave:	10 days on full pay
Parental leave:	4 months
Marriage Leave:	3 days on full pay
Bereavement Leave:	3 days on full pay
Urgent Family Leave:	The first 16 hours are deducted from the employee's vacation leave entitlement. The remaining 16 hours are deducted from the employee's paid sick leave entitlement.
Injury Leave:	Up to one year injury leave on full pay
Jury Service Leave:	Whole-time employees called for jury service shall be allowed all the necessary time off on full pay to attend such service at the Court.

Notice Periods

Period of Employment	Notice Period
Over 1 month up to 6 months	1 Week
Over 6 months up to 2 years	2 Weeks
Over 2 years up to 4 years	4 Weeks
Over 4 years up to 7 years	8 Weeks
Over 7 years up to 8 years	9 Weeks
Over 8 years up to 9 years	10 Weeks
Over 9 years up to 10 years	11 Weeks
Over 10 years	12 Weeks

Special Conditions _____

_____

Collective Agreement _____

(if applicable, attach copy of relevant collective agreement)

Fines _____

Governing Law and Jurisdiction	This Contract shall be deemed to be a Maltese Contract, and shall accordingly be governed, construed and interpreted in accordance with the laws for the time being in force in Malta, and the Maltese Courts and Tribunals shall have exclusive jurisdiction to hear and determine all actions and proceedings arising out of this Contract.

_____

Date

_____ _____

Signature of Employee Signature of Employer/Representative

I.D. Number: _____ I.D. Number: _____

Position: _____

N.B. A copy of the written contract of employment shall be kept by the employer and also given to the employee. Furthermore, if a reference to the law is made, the relative provision of the law must be indicated.