

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: _____

Reg. Co. 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

(fill in where applicable)

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 and from the 15th till the 23rd December. Weekly allowance payable by 31st March and 30th September.)

Overtime Rates

(also include overtime rate in respect of any hours of work performed on Sundays / Public Holidays, as may be applicable.)

Most sectors have their minimum overtime rates regulated by the respective Wage Regulation Order (WRO) that covers their activity of work. The Overtime Regulations establish the overtime rates of employees whose overtime is not covered by a WRO.

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)**

(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

(furthermore, it should be noted that the equivalent in hours of a normal working day in respect of a public holiday falling on a day of rest, occurring between Monday to Friday, shall be added to the annual vacation leave of the employee.)

Vacation Leave

(it should be noted that the employee is entitled fifteen hours with pay per year as time-off for urgent family reasons, which are deductible from the annual leave entitlement of the employee.)

Sick Leave

(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

Birth Leave _____

Marriage Leave _____

Bereavement Leave _____

Jury Service Leave _____

Other Leave _____

Notice Periods

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

Special Conditions

Collective Agreement

(if applicable, attach copy of relevant collective agreement)

Fines

(if applicable, attach a copy of the permit details as approved by the Director of Industrial and Employment Relations)

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.

Maltese law shall cover the validity, construction and performance of this contract