

Special Sports Leave for the Private Sector

The Ministry for Education, Sport, Youth Research & Innovation, together with SportMalta, have taken into account the success of the Special Sports Leave Scheme available for government employees. It has also recognized the need for a scheme that eases the difficulty on elite athletes who work in the private sector, to participate in competitions abroad both at club level and national team.

With this in mind, SportMalta has introduced a new Assistance Scheme whereby

- a) elite athletes representing Malta in international competitive sports activities abroad,
- b) coaches accompanying elite athletes representing Malta in international competitive sports activities abroad,
- c) game officials called by International Governing Bodies for official competitive or friendly events organized by the International Governing Body, (hereinafter referred to as the “Applicant”)

may apply for reimbursement of payment for special / unpaid leave utilised for international competitive sports activities as mentioned above and subject to the following terms and conditions (hereinafter referred to as the “Scheme”):

1. Special Leave shall be allowed for up to a maximum of six (6) days per year and this shall be subject to vacation leave having been exhausted by the athlete. For the avoidance of doubt, the Applicant shall be required to apply for the Scheme at the beginning of the year and shall, when claiming reimbursement, present to SportMalta, a copy of the payslip together with an original signed letter by the human resource representative of the employer, stating that the vacation leave of the applicant for the particular year, has been entirely exhausted.
2. The Scheme shall be applicable to dates of competition together with one (1) day prior to competition and one (1) day after competition allowed for travelling, provided that competition does not exceed four (4) days.
3. Competition eligible under this Scheme shall be deemed to be a sporting event organized by the recognized international sports body of the particular sport.
4. The application shall be endorsed by the national sports organisation recognized and registered with SportMalta.
5. The daily salary claimed by the applicant shall be capped at eight Euro (€8) per hour, for a maximum of eight (8) hours per day and shall be backed by a copy of the payslip and work schedule signed by the human resources officer of the employer.
6. The capping for this Scheme shall be twenty thousand Euro (€20,000) per annum.

7. Any eligible applications submitted shall be numbered and treated on a first come first served basis.
8. Any athlete being on the Flexi-Training Scheme and having ten (10) hours or more per week allocated to training, shall not be eligible to apply for this scheme.
9. This Scheme does not apply for international competition locally and training / noncompetitive events abroad and/or locally.
10. Any other ineligible Applicants shall be informed within thirty (30) working days from receipt by SportMalta that their application has not been accepted.
11. SportMalta's decision on acceptance or otherwise of any applications shall be final.
12. Any and all claims for reimbursement claims shall be made between 25th December of the application year and the 7th January of the following year. Any late claims for reimbursement will not be accepted by SportMalta.

DOCUMENTATION REQUIRED AT APPLICATION STAGE

1. Complete application signed by the National Sports Organisation (Any separate events shall be listed on separate application forms),
2. Details of the event being attended including any letter of invitation held by the Applicant, fixtures, confirmation of flights booking, etc,
3. An original letter from the Human Resources officer of the employer stating the rate per hour paid to the Applicant by the employer,
4. An copy of a payslip signed by the HR officer for the month, preceding date of application,
5. An original letter signed by the HR officer stipulating conditional approval of the unpaid leave being granted by the employer, subject to SportMalta approval of the sports event and leave and that vacation leave from the preceding year has been exhausted.

DOCUMENTATION REQUIRED AT CLAIM FOR REIMBURSEMENT STAGE

1. Copy of payslip signed by the HR officer for the month in which the event took place, clearly illustrating the hourly rate paid to the Applicant together with a working schedule likewise signed by the HR officer for the same period,
2. An original signed letter by the human resource representative of the employer, stating that the vacation leave of the applicant for the particular year of application, has been entirely exhausted and no vacation leave has been carried forward to the following year,
3. A copy of the results attained at the event signed by the Secretary of the National Sports Organisation.