



Faculty-Employee Handbook 2020-2021

Introduction

The American University of Malta is a private, American-style university dedicated to higher education and research at the highest international standards. Our degree programs, research activities and service to the community transform lives and serve society by educating, creating knowledge, and putting knowledge to work in a global setting.

The American University of Malta educates an internationally diverse student body to become responsible global citizens and future leaders in an academically challenging learning environment. We strive constantly to innovate and enhance quality in teaching, research, public service and economic development. As a member of the AUM community you have a unique role to play in contributing to the organization's mission and vision.

Codes

Conduct

All employees are expected to maintain a high standard of discipline, good conduct and behavior. All employees of the university are expected to follow the policies of AUM and the laws of Malta.

Employees are expected to perform all their assigned duties satisfactorily, to respect and abide by the obligations of the Employee and the terms set out in their contracts and the policies of AUM.. Employees should take care of university property and respect and honor the local culture, fellow employees, students, and all others with whom contact is made while carrying out university-related duties. Any act that violates these expectations or in any way damages the image or standing of AUM may lead to corrective, disciplinary action.

Ethics

The Code of Ethics was prepared primarily to achieve high professional standards with respect to both the AUM and local communities. This shall provide guidelines for ethical behavior and decision-making in all aspects concerning every employee's work with the University. This Code of Ethics is not a fixed document. Its revision is an ongoing process. Employees will be notified of any changes. The contents of this code are applicable to all employees (teachers and staff) of the American University of Malta and it is obligatory to abide by all the articles of this Code.

Every employee should abide by the following:

- To set good examples for students in every way, as we are an educational institution and should serve as role models for the students;
- To continually strive to demonstrate competence, professional growth, honesty, efficiency and diligence in performing duties and responsibilities,
- To understand and respect the values and traditions of the diverse cultures represented in the university;

- To recognize that quality education is the common goal of the Board of Trustees, faculty, and staff, and that cooperative effort is essential among these groups to attain that goal;
- To make a concerted effort to communicate information that should be revealed in the interest of the student, consistent with GDPR requirements
- To make a constructive effort to protect the students from conditions detrimental to learning, health, or safety;
- To deal considerately and justly with all students, and to seek to resolve problems, including discipline, according to law and university policy;
- To maintain the dignity necessary to gain and maintain the respect of the students;
- To help foster the civic virtues of the students, such as their integrity, diligence, responsibility, co- operation, loyalty, and respect;
- To maintain privacy and confidentiality towards the university's concerns by not disclosing confidential information to any third party without a prior written approval from the university's administration;
- To obtain administrative approval prior to releasing any statements to the press or the media to ensure the preservation of confidential information;
- To report to work appropriately dressed, as described by the university's dress code;
- To represent the university in a proper manner by not withholding information of public concern or giving wrong or misleading information to parents or any other party dealing with the university, and to refrain from divulging confidential information, which may have a negative impact on the University, the students, their families, or any third party;
- To demonstrate loyalty in all matters pertaining to the university's affairs and to protect the university's interest at all times, and to avoid participating in any premeditated improper or illegal activities;
- To follow the procedures detailed in the Faculty Employee Handbook and to carry out a supervisor's instructions relating to the assigned tasks, unless such orders contravene the policies of the university;
- To refrain from accepting any gifts/presents offered by parents, suppliers, staff members or any third party in return for performing one's duties or from any other party dealing with the university;
- To keep the university informed of any activities that may contradict the university's interest and when appropriate to obtain administrative approval to ensure that all activities shall not contradict the university's interest;
- To refrain from engaging in any political activity within the university or propagating any political beliefs amongst staff and students;
- Neither to bring nor to receive any person on university premises after the official hours

without prior permission from the administration;

- To keep the work place tidy, clean, and free from any unsafe materials that could cause damage to university property.
- To treat colleagues with respect and to honor their rights, including advising them whenever necessary, and neither denigrate nor do things that may negatively affect them; all employees with complaints of any kind should address them through proper channels;
- To exert all efforts in accomplishing work in a proper manner, and within a reasonable time.
- To utilize all facilities/office equipment provided by AUM to perform duties with due care and to notify immediately the concerned supervisor or colleague of any malfunction.
- To be responsible and trustworthy with funds, bills, goods or other items of value entrusted to staff members temporarily/permanently, and also to return all equipment, unused materials and all other items placed under his/her control in the event of termination of their contract.

Employment Terms and Conditions

Contract Term

The length of a contract varies according to circumstances and is specified in the employee's employment agreement.

End of Contract and Contract Continuation

When the contract is completed and where applicable, employees may be eligible to terminal benefits as stated in the employment contract. Faculty on term contracts are requested to notify the Provost at least (6) six months before the end of their contracts whether they wish to be considered for continuation of their employment.

Dismissal

The administration of AUM has the right to remove from university premises, and following proper procedures to dismiss, employees if they are found guilty of any misconduct that may result in damage to the image or reputation of the university, or fail to perform his/her duties efficiently, or their term of service falls within the contractual probationary period, following legally mandated procedures. (See also Employment Policies).

Employment Contract Date

The Terms and Conditions of Service form the basis of all employment contracts. The official date of employment is stated in the contract. This date is used for calculating benefits or deductions required

to be paid or refunded, and is used to confirm the length of service, leave entitlement, annual salary adjustments (as applicable), and any other benefits that may apply. Each employee is responsible for ensuring that the date of employment is accurately recorded in all relevant documents. If any discrepancy exists, this should be reported to the Office of Human Resources.

Work Location

The location for all AUM employees is the Bormla campus in Malta, or any other location the university assigns.

It is the responsibility of the administration of AUM to ensure that each employee has a dedicated workstation conducive to engaging in the work required. It is the responsibility of each employee to respect his or her allocated workstation and those of other faculty and staff members.

Hours of Work

The normal working days at AUM are Monday through Friday, and the official business hours, 8:30 a.m. to 5:00 p.m. These hours are subject to change if deemed necessary to ensure the efficient operation of AUM. Faculty members' hours are governed by their teaching load and other official responsibilities.

Faculty members are to be available for carrying out their teaching, advising, required and posted office hours, committee meetings, and other university assignments. When classes are not in session and faculty members are not on leave, they are expected to be available as required throughout the academic year.

Confidentiality

AUM employees are expected to respect and guard all information related to their employment. This entails keeping operationally sensitive information regarding personnel and other documents of AUM confidential and ensuring that other confidential information is not divulged to any third party without the express permission of an authorized university official. All employees are obliged to adhere to the confidentiality clause in their employment contract while they are employed by AUM and after they leave AUM.

Work Outside AUM

AUM recognizes the importance of the relationship with business, industry and government, including faculty consulting relationships; this relationship becomes increasingly important to research and education at the University. AUM supports and encourages outside consulting relationships as they often provide a public benefit and are valuable to the faculty in their research and teaching activities. It is further recognized that the outside contacts established through consultation by members of the faculty and research personnel may be of help in their professional advancement. Engagement

with the outside community is also an important component of the academic enterprise and one way in which faculty and other researchers maintain contact with research directions and priorities that exist in the private sector. This knowledge also guides faculty in preparing students for careers in the private sector.

Full-time AUM faculty and Senior Administrative employees are not permitted to accept any consulting or employment outside of AUM without the permission of the Provost and/or President. Should staff wish to carry out work outside AUM or should faculty wish to serve as consultants they must obtain written permission from AUM to do so prior to accepting the assignment. Should faculty wish to volunteer their services for any extensive or time-consuming work, they should obtain permission from the Provost prior to beginning the activity. See also Policy on Independent Consulting and terms in the individual employment agreement.

Probation and Confirmation of Employment

All new employees are subject to a probationary period of between 6 and 12 months depending on the type of role and according to law. Faculty members are normally subject to a probationary period of (6) six months unless stated otherwise in the contract. or managerial/senior positions probation may be up to 12 months. The probationary period starts at contract commencement.

Prior to the expiry of the probationary period, a report concerning the staff or faculty member's performance is prepared by the respective supervisor including a recommendation whether the employee should be confirmed in the role or otherwise and presented to the Provost in the case of Faculty and to the VP Administration in the case of Staff. The recommendation will then be forwarded to the President who will endorse final decision or otherwise. The report and the final decision are then forwarded to the Office of Human Resources to confirm the employment or termination of the employee.

AUM has the right to cancel or terminate an employee's contract during the probationary period.

Residence and/or Work Licenses

Expat employees must meet all residence and work permit requirements of Malta. The Office of Human Resources will arrange this for employees under the sponsorship of the university, which will cover related costs. The list of requirements is determined by local Immigration authorities and may vary depending on the employee's nationality. The employment contract stipulates that if employee does not obtain the necessary license, then contract will become inoperative and employment will be terminated. A visa or work-permit is required as stipulated in Maltese law. Depending on their country of origin and type of visa they have been granted to enter Malta, the employee and their family may be precluded from travelling to another country while the process to obtain the necessary residence and/or work license is still underway.

Employment Policies

Dress and Appearance

The AUM dress and appearance policy aims to create a high-quality educational environment that implies respect for the work place, our colleagues, and our students. The employees of AUM represent the institution and are expected to project an image of professionalism and academic decorum.

The University dress environment should be business professional and business casual. Examples may include button-up collar shirts, slacks, fitted clean chinos, polos, skirts, dresses, blouses, and sweaters. Examples that are NOT business casual are athletic wear, informal shorts, athletic sandals or shoes.

Formal university events, such as commencements, banquets, board of trustees' events, and award ceremonies are expected to be formal attire, business-professional attire, or regalia when appropriate. Outreach and recruitment events are typically business casual but may vary depending on the type of event. The AUM representative or coordinator will inform you of dress expectations.

Student activities and events will typically be in casual dress; however, plan to dress for safety and in a manner that will make you effective in your role. AUM students will come from a variety of cultures and consider how your dress and appearance may affect your interactions with students. Other forms of appearance—grooming, hair and cosmetic fragrances —should be presented in a way that connotes that AUM employees are prepared for a professional working environment.

Personnel File and Privacy

Personnel File

Each employee has an official personnel file, currently housed in the Office of Human Resources, which includes the following documents:

- Employee's curriculum vita
- Employment contract
- Official academic transcripts and Copy of Diploma
- Degree verification statement (eg WES Report), if relevant
- Vetting Statement, if necessary
- Personal details including bank details, address and emergency contact details
- Notification of offer and acceptance of employment
- Copy of passport / identification
- Copy of entry visa and/or residence permit
- Police conduct / Criminal record check

- Personnel Evaluation
- Personnel Actions

Data Protection

AUM is committed to complying with the EU General Data Protection Regulation and the Data Protection Act, 2018 (collectively referred to as "data protection laws") in relation to the collection, handling and processing of personal data. Sadeen Education Investments Limited, as data controller, collects, handles and stores personal data relating to individuals which include student and job applicants, present and former students, present and former employees, website users, contractors and other contacts. In this respect it has a responsibility to implement and comply with data protection laws.

AUM manages its duties and responsibilities in accordance with the AUM Data Protection Policy and data protection laws, as an academic institution, an employer and as a service provider. It seeks to ensure that AUM:

- i. processes personal data fairly, lawfully and in a transparent manner in accordance with the personal data protection principles;
- ii. integrates data protection principles into its processing activities from design stage;
- iii. only processes the data that is necessary to achieve its specific purpose;
- iv. supports the data protection rights of individuals; and
- v. implements effective security measures at all times.

Employee Privacy

The Applicant and Staff Privacy Policy explains what information we collect about the employee

- (i) while they apply to work at AUM,
- (ii) while they are an employee at AUM, or (iii) as a former employee at AUM, as well as how we use it and the way we protect it.

Our use of employee personal data is subject to the employee instructions, the EU General Data Protection Regulation ("GDPR"), other relevant Maltese and EU legislation, and AUM's professional duty of confidentiality.

Employees should refer to the AUM Applicant and Staff Privacy Policy for full details regarding Employee Privacy.

Smoking and alcohol

AUM has a smoke-free and alcohol-free policy in all buildings on campus. Smoking is permitted only outside and then only in designated areas.

Misconduct and Discipline

All employees are expected to maintain a high standard of discipline and good conduct.

Any misconduct on the part of an employee may lead to disciplinary action which may lead to dismissal: Misconduct includes but is not limited to:

- Willful insubordination or disobedience, whether alone or in combination with another or others, with respect to any lawful and reasonable order of a superior or refusal to receive or reply to a communication sent by a superior;
- Theft, fraud or dishonesty in connection with AUM's business or property;
- Accepting or giving bribes or accepting any illegal gratuity;
- Consistent late attendance and absence without permission or without just cause, including habitual neglect of work;
- Causing damage to work in progress or property of AUM through negligence or with intent;
- Giving false information of any kind at the time of seeking employment, or giving false information or production of false certificates for the purpose of securing any privilege granted by AUM;
- Sexual advances, misconduct or harassment of any employee, student, or visitor, or performing any obscene gestures or behavior. Refer to the AUM policy for details.
- Any illegal action or unauthorized possession of any property belonging to the Employer or any employee, officials and/or agents of the Employer;
- Any direct or indirect use, in any way whatsoever, of sensitive information to which employee has access through his / her service to the AUM and employment with the Employer unless authorized by duly authorized persons;
- Falsification of or misrepresentation in documentation;
- Violent, dangerous or intimidating conduct;
- Use of any illicit substances, or toxic substances, and/or
- Causing or attempting to cause damage to the reputation, profitability or competitiveness of the Employer and/or AUM;
- Possession of firearms on University property.

Employee Non-discrimination

AUM prohibits any form of discrimination. AUM is committed to providing faculty and staff with an

environment in which they may pursue their careers free from discrimination. Refer to the AUM policy.

Employees with disabilities

AUM is committed to providing equal access to employment and educational opportunities for people with disabilities. AUM recognizes that individuals with disabilities may need reasonable accommodations to have equally effective opportunities to participate in or benefit from the University educational programs, services, and activities and to have equal employment opportunities. AUM will adhere to all applicable Maltese laws, regulations, and guidelines with respect to providing reasonable accommodations as necessary to afford equal employment opportunity and equal access to programs for people with disabilities.

Position Design

Each administrative and staff position at AUM has a job title and a relevant position description. The position descriptions are developed by the Supervisor in concert with the Office of Human Resources. They provide an overview of the general duties and responsibilities of the position. Position descriptions are reviewed and updated periodically to ensure their currency within the context of the evolution of AUM.

Position descriptions form the basis of the development of an employee's annual goals, objectives, and performance-related reviews. They are referenced when decisions are made regarding probation, promotion, transfer, merit award, or salary-related issues.

Faculty members are employed either full-time or part-time (adjunct). Full-time faculty members are required to fulfil their responsibilities which include but are not limited to teaching and advising assignments, assisting with curriculum and program development, engaging in scholarly inquiry or creative work as appropriate to the discipline, recruiting, participating in committee work, and assisting as requested to develop AUM. Faculty members are directed to the Faculty Guidelines for further information.

Qualifications and Rank at Time of Appointment

AUM expects that all full-time faculty members at the rank of Assistant Professor, Associate Professor, or Full Professor will hold a terminal degree as appropriate to their academic discipline. In some fields, a non-terminal degree is sufficient if the candidate has a combination of extensive experience and scholarship.

Normally, full-time faculty will receive initial appointment at the rank they held at their previous institution. Those who have their initial faculty appointment at AUM will receive the rank of Assistant Professor if they hold the terminal degree in their field and meet all other specified requirements. All faculty members at these ranks are eligible for promotion according to AUM's promotion policy and procedure.

The university also hires full time faculty members who do not possess the generally accepted terminal degree as Instructors. Faculty hired as Instructors have a higher teaching load than faculty at a professorial rank, as well as service expectations, but they have no research requirements. They are typically assigned to teach introductory level courses only. Instructors are not eligible for promotion until they have a terminal degree in their field.

In addition, the university may hire full time teaching assistants, at either the undergraduate or graduate levels. Teaching assistants do not supervise a course, are not responsible for syllabi, and do not grade the students. Their sole role is to assist the teachers of record in any course to which they are assigned. For undergraduate courses, a teaching assistant may hold a bachelor's degree in a field appropriate for the course, and ideally relevant experience in the field. For graduate courses a teaching assistant is expected to hold a master's degree and have experience related to the field. Teaching assistants normally will have a teaching load comparable to that of an instructor, with no research expectation. and with service responsibilities as appropriate to credentials and experience. Adjunct faculty will be hired as needed, consistent with NCFHE expectations and other relevant policies. In general, adjunct faculty are expected to hold the same credentials as a full-time faculty member, appropriate to the course or courses they are assigned to teach.

Teaching Opportunities for Graduate Students

If it becomes appropriate to offer teaching opportunities to the university's master's or doctoral degree students, the assignments will be limited to lab technician or comparable teaching-assistant tasks.

Official Transcripts

All potential faculty members are required to arrange for official transcripts of all graduate degrees to be sent directly from the degree-granting university's registrar(s) to AUM's Office of Human Resources.

Those faculty members whose institutions do not generate transcripts must provide an acceptable alternative such as an official letter sent to AUM's HR from the degree granting institution's registrar or a functional equivalent. This letter should confirm the degree and the content of the degree program. AUM's Office of Human Resources can advise on appropriate alternative documentation.

Faculty Contract Review, Renewal and Faculty Promotion

The strength of a university lies in the quality of its teaching and research, and in the service the faculty provides to the institution and to the community. The evaluation of faculty will be based on the criteria detailed in the Faculty Guidelines.

Compensation and Benefits

Remuneration

Details of remuneration and allowances are described in individual contracts.

Medical Insurance

All full-time faculty and Senior Administration employees are eligible for medical insurance for self, spouse and up to two dependent children under the age of eighteen. To apply for insurance, employees must furnish the necessary information regarding themselves and their family members so that the insurers can provide the necessary cover.

Annual Air Ticket

At the end of each contractual year, and subject to completion of at least 2 semesters or nine (9) months of service, expat faculty members and expat Senior Administration employees, their spouse, and up to two children under the age of eighteen who have relocated to Malta as a result of the employee taking up employment with AUM, are entitled to receive annual economy class roundtrip airline tickets to their home address, recorded at the time of joining the university. This benefit applies to children only if they are dependents of the employee.

Conditions pertinent to travel on university business are stipulated in the Travel Policy.

Employee and Family Tuition Waiver

After one year of full-time employment, employees of AUM, including faculty and administrative staff, are eligible for up to 70% tuition waiver for any graduate degree program offered by AUM for which they are qualified.

After one year of full-time employment, family of AUM employees, to include spouses and children twenty-three (23) years of age or younger, are eligible for up to 50% tuition discount for any undergraduate degree program offered by AUM for which they are admissible.

By accepting the tuition waiver either for them or for their family members, employees obligate themselves to work for AUM for two years after the degree is completed. If for whatever reason the employee ceases to be an employee of AUM during the completion of the degree or the employee does not complete the two years' work after a tuition waiver is granted they will be obliged to refund an amount representing a percentage of the tuition fee waiver they had received worked out as follows:

- within the first 6 months after the completion of the degree or from when they cease studies – refund of 90% of tuition fee waiver;
- after 6 months but before 12 months have expired – refund of 75% of tuition fee waiver;

- after 12 months but before 18 months have expired – refund of 50% of tuition fee waiver;
- after 18 months but before 24 months have expired – refund of 25% of tuition fee waiver.

The waiver is available only for tuition charges. Any other fees are the personal responsibility of the eligible employee and must be paid in accordance with university policy.

Employee and/or family member eligibility for the tuition waiver and/or discount expires when the employee is no longer employed by AUM.

Leave

Annual Leave

Faculty members are entitled to summer break beginning two weeks after the end of the Spring semester or after Graduation whichever comes later. Faculty are expected to return one week before the start of classes. Faculty teaching summer courses will be compensated for their duties in addition to their monthly basic salary as outlined in their regular contract.

The leave entitlement for non-faculty employees is stipulated in their contract of employment.

Any extensions of leave for faculty or staff must be approved by the employee's supervisor, at least a week in advance of the extended leave period. Extension of leave without supervisor approval will be treated as an unauthorized absence from duty and it shall be deducted from the salary and may lead to disciplinary action.

The Office of Human Resources (OHR) maintains a schedule of leave balance for each employee in order to control leaves taken by the employees.

Sick Leave

Faculty and teaching employees are entitled to 15 days of sick leave on full pay and another 15 days on half pay per academic year according to law. Other employees are entitled to 10 days on full pay and 10 days on half pay per calendar year according to law.

The first 3 days of any sickness absence are paid in full by the employer however as from the fourth day of sickness absence the employee's pay will start being deducted with the amount equivalent to the sickness benefit that the employee will be entitled to receive from the Department of Social Security (DSS). It is important to note that claims for the sickness benefit are only accepted by the DSS if the original medical certificate (blue) is submitted within 10 days from the first day of incapacity for work to the DSS Office in 38, Ordnance Street, Valletta.

Employees who will not be able to report for work should call the Immediate Supervisor or the HR Office at the earliest possible time in the morning, and he/she is expected to give a valid reason.

Any medical leave must be supported by a medical certificate. The medical certificate shall be presented to the employee's immediate supervisor or the Office of Human Resources, on the first day

that the employee returns to work.

The employee shall notify the immediate supervisor or Human Resources Department, by phone or by any other means acceptable according to the regulations of AUM as soon as reasonably possible. In notifying the immediate supervisor of such absence, the employee should indicate the reason for his/her absence and its likely duration, and subsequently bring a medical certificate. If notifying by e-mail, the Human Resources Office shall be copied in all correspondence. Within 3 days of returning to work from sick leave, Faculty members must present the Provost with a plan to make up for any classes they may have missed.

No payment shall be made during the sick leave if the illness was the immediate result of the employee's misconduct (e.g., alcohol consumption or drug abuse).

Maternity Leave

Maternity leave is granted according to Maltese law. Maternity leave consists of up to eighteen weeks; the first fourteen (14) weeks are paid by the employer and the next four (4) weeks are unpaid. After the 18 weeks of maternity leave, the employee may claim the Maternity Leave Benefit for the final 4 weeks from the Department of Social Services (DSS).

There is a six (6) month work obligation upon return from leave.

A pregnant employee should inform the immediate supervisor and the HR Director about her pregnancy as soon as she learns about it so that the necessary arrangements can be made. The immediate supervisor, together with the Provost, should plan for the substitution if the pregnant employee is a faculty member. The pregnant faculty member should begin communicating her duties to the substitute faculty member who will handle the class while she is on maternity leave. The handover should happen in good time so that it has been completed by the time she starts her maternity leave. According to law this should not be later than 4 weeks before the expected date of confinement. Replacement arrangements for pregnant employees who are non-Faculty will be arranged on a case by case basis by the immediate supervisor in conjunction with HR Director.

A female employee returning to work after maternity leave should expect to resume the same job she was doing before taking maternity leave.

Marriage Leave

Employees are entitled up to 3 working days of Marriage Leave which is to be utilized on the next working days following the event unless exceptional approval is given by the employee's Head of Department and HR to postpone utilization for up to 2 weeks.

Birth Leave

Employees are allowed Birth Leave equivalent to 2 working days on full pay on the occasion of a birth of a child to their wife / partner. In the case of twins, the entitlement is double. Birth leave is to be

utilized on the next working day following the event unless employee is given exceptional approval by the relevant Head of Department and HR to postpone utilization for up to two weeks.

Urgent Family Leave

Every employee is entitled to a maximum total of fifteen hours with pay as time off for urgent family reasons. These hours are to be deducted from the annual leave entitlement of the employee. Such urgent leave has to be related to cases of sickness or accident to members of the immediate family of the employee.

Bereavement Leave

Bereavement leave of up to three (3) working days will be granted to an employee in the case of death of an immediate family member, restricted to spouse, child, maternal/paternal parents and siblings. Such a period may be extended without pay for a maximum period of another five (5) days, subject to the supervisor's approval. Bereavement leave of one (1) working day is also permitted for the death of non-immediate family members, restricted to Uncle, Aunt, First Cousin, Nephew, Niece, Brother-in-Law, Sister-in-Law, Father-in-Law, Mother-in-Law and Grand-Parents. In the case of expat employees who need to travel, the President or his/her designee may grant additional leave time on request.

Leave without Pay

Parental

Both male and female workers have the individual right to be granted unpaid parental leave in case of birth, adoption, fostering or legal custody of a child to enable them to take care of that child for a period of four months until the child has attained the age of eight years. Parental leave can be availed of in established periods of one month each.

An employee must have at least 12 months continuous service with his/her employer to be eligible to apply for Parental Leave, unless a shorter period is agreed to.

Leave Summary

Types of Leave	Duration
Annual Leave (Faculty)	Faculty Summers and Inter-session
Sick Leave	Faculty & Teachers - 15 days full pay and 15 days half pay Other Employees – 10 days full pay and 10

	days half pay
Bereavement - Death of an immediate family member (i.e. Father, Mother, Spouse, Son, Daughter, Brother, Sister)	3 Working days
Bereavement - Death for extended family members with (Uncle, Aunt, First Cousin, Nephew, Niece, Brother-Law, Sister-in Law, Father-in Law, Mother-in Law, Grand-Parents)	1 Working day
Urgent Family Leave	Up to 15 hours, deducted from annual leave.
Marriage (employee is getting married)	3 Calendar days
Paternity (birth certificate required)	2 Calendar days
Maternity Leave	14 Weeks Paid, 4 Weeks Unpaid
Parental Leave	4 months unpaid up to the child's 8th birthday

Ending Service

Resignation

Employees may resign from the University's employment by giving notice in writing in accordance with the terms of their employment contract. In the case of fixed term contracts, an employee who resigns at a date earlier than the termination date stipulated in the relevant employment contract will be liable to pay the Employer a sum equal to one-half of the full wages that would have accrued had the contract of employment remained in force. In the case of indefinite contracts, an employee who resigns without giving notice will be liable to pay to the employer a sum equal to half the wages that would be payable in respect of the period of notice that is not worked, while an employee who does not work all the notice period will be liable to pay to the employer a sum equal to half the wages that would be payable in respect of the unexpired period of notice.

Statutory Notice Periods applicable to Indefinite contracts

When terminating employment during a probationary period, a one week's notice applies if the length of service is longer than one month.

In case of indefinite contracts which extend beyond the probation period, notice has to be given prior to the termination of employment. Notice is to be given either by the employee, or by the employer in cases of redundancy. Notice is calculated on the employee's continuous length of service, as follows:

- Not more than one month - No notice

- 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 by the employer and employee in the case of technical, administrative, executive or managerial posts.

The resignation of staff should be addressed to the Vice President for Administration or his/her designee through the immediate supervisor, and the resignation of faculty to the chief academic officer. A copy of the resignation should be sent to the Office of Human Resources.

Non-renewal of a definite contract

The university may opt to not renew the contract of an employee who is on a definite contract by giving notice in writing to the employee in accordance with the terms of the relevant employment contract.

Death

Upon the death of an employee, his/her work will be considered terminated on the last day he/she worked. In case the employee was on leave, the expiry date will be considered as if it was the termination date. In this regard, in case of an expat, the university will undertake to repatriate the body of the deceased employee to his/her home of origin. In the event of death of an employee while under contract, the university will pay two (2) months basic salary to the dependents or next-of-kin of a deceased employee.

Settlement of End-of-Service Benefits

On termination of service, the university will provide air tickets for repatriation of expat employees to their point of origin. The granting of repatriation tickets should generally not extend beyond one month after the termination of employment.

University residency/sponsorship will be cancelled prior to departure from Malta. As a result, the Immigration Authorities will also cancel the sponsorship of the relevant employee's family members and the employee has to hand back their work/residency card either to the local authorities or to HR.

Prior to final financial settlement and repatriation, all university property and equipment must be returned in good condition, other than normal wear and tear. The employee is responsible for reimbursing the university for any excessive damages. Additionally, any advances or outstanding amounts due to the university must be settled. The employee is responsible for reimbursing the university for any damages in excess of this amount. Failure to do so may result in legal action.

Final Settlement and Experience Certificate

Employees leaving the University are required to return or submit all University related resources or document (including all copies) or other items in their possession owned by the University. Wherever possible employees leaving the University have to provide adequate training to their assigned replacement upon the request of their immediate supervisor during the last month of their work. As part of the exit process the following documents are obtained / actions completed:

- Signed release from the University
- Confirmation from the Accounting Department regarding the settlement of balances due from the employee.
- The return of any University items in the employee's custody.
- The receiving and cancellation of the employee's work/residency permit.

Upon final settlement, the employee will be given his/her due of accrued compensation including any end-of-service benefits. He/She will also be given a final experience certificate (this only applies upon successful completion of the probation period).