

Special Sports Leave Application Form

Section A: Applicant's Details

Section A1 - Personal Details

Name: _____

Surname: _____

ID Card Number: ()

Address: _____

Telephone: _____

Mobile: _____

E-mail: _____@_____

Signature: _____ **Date:** _____

Section A2 - Employment Details

Company: _____

Position: _____

Days of Work: _____

Section B: Represented Sport Organisation's Details

Sport Organisation: _____

Sport Discipline: _____

SPORTMALTA Reg No.: _____

Declaration:

I, **President/Secretary***, of _____, confirm that
****** _____ will be participating and representing Malta in the
international sports event and would thus require leave from work.

Name & Surname: _____

Mobile Number: _____

E-Mail: _____ @ _____

Signature: _____ **Date:** _____

ATTACHED PLEASE FIND:

- Details of the event being attended by the Applicant as per terms and conditions,
- An original letter from the Human Resources officer of the employer stating the rate per hour paid to the Applicant by the employer,

An copy of a payslip signed by the HR officer for the month, preceding date of application,

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.

FOR OFFICE USE ONLY:

APPROVED

NOT APPROVED

UPON SUBMISSION OF CLAIM FOR REIMBURSEMENT THE DOCUMENTS ATTACHED WHERE FOUND TO BE PRESENT:

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,

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,

A copy of the results signed by the Secretary of the National Sports Organisation.

Officer in charge of Accounts Department:

APPROVED FOR PAYMENT

PAYMENT DECLINED

Signature: _____ Position: _____