



Republika e Kosovës
Republika Kosova/Republic of Kosovo
Akademia e Drejtësisë/Akademija Pravde/Academy of Justice

The Steering Council of the Academy of Justice,

Pursuant to Article 10, paragraph 1, subparagraph 1.1 of Law No. 05/L-095 on Academy of Justice, as well as Article 6, paragraph 3 of Law No. 08/L-294 on amending and supplementing the Law No. 08/L-197 on Public Officials, at the meeting held on July 30 2026, hereby approves:

**REGULATION No.05/2026 ON WORKING HOURS, LEAVE AND ATTENDANCE
OF EMPLOYEES AT THE ACADEMY OF JUSTICE**

**CHAPTER I
GENERAL PROVISIONS**

**Article 1
Purpose**

This Regulation aims to define the rules and criteria for setting working hours, attendance at work and leave, as well as the procedure for the use of leave.

**Article 2
Scope**

The provisions of this Regulation shall apply to all categories of employees at the Academy of Justice.

**Article 3
Definitions**

1. The definitions and terms used in this Regulation shall have the same meaning as the definitions defined in the applicable Law on Public Officials and the applicable labour legislation.

1.1 Responsible Officer – means the Senior Human Resources Officer;

1.2 HRMIS – means the Academy of Justice’s Module in the Human Resources Management Information System.

CHAPTER II WORKING HOURS AND LEAVE

Article 4 Working hours

1. Working hours shall mean the period of time during which an employee performs work or provides services for the benefit of the Academy of Justice.
2. The working hours of an employee shall begin at 08:00 and shall end at 16:00, five (5) days per week, from Monday to Friday, unless otherwise determined by the Academy of Justice.
3. During the working hours referred to in this Article, the employee shall be entitled to one (1) hour of break during the working hours every day in the middle of the working hours.
4. In special cases, due to the specific nature of the work, the administration of the Academy of Justice may set different working hours from that provided for in paragraph 2 of this Article. In any case, the regular working hours shall not be longer than forty (40) hours of work per week and eight (8) hours per day, including one (1) hour of break, unless otherwise determined by the Academy of Justice due to the nature of the work.
5. The working hours and break time shall be displayed in a visible place on a notice board and on the official website of the Academy.

Article 5 Flexible working hours

1. By way of exception to the regular working hours established under Article 4 of this Regulation, an employee may, due to health reasons or other objective circumstances, be permitted to work under a flexible working schedule.
2. A flexible working schedule may be applied provided that the required working hours are completed within the respective week or month, unless otherwise provided by the applicable legislation.
3. A request for a flexible working schedule shall be duly justified, shall first be reviewed by the immediate supervisor and approved by the Executive Director.
4. A flexible working schedule may not be granted for a period exceeding one (1) year. Upon the expiry of this period, the request may be submitted again in accordance with the procedure and criteria established in this Article.
5. The approval or rejection of the request shall be recorded in the personal file of the employee.

Article 6

Part-time working hours

1. Part-time working hours shall mean working hours that are shorter than full-time working hours.
2. An employment relationship may be established on a part-time basis, for a fixed or indefinite period, when this is allowed by the applicable legislation.
3. An employee who works part-time shall enjoy all the rights and obligations derived from the employment relationship in the same manner as a full-time employee, in proportion to the working hours the employee works.

Article 7

Reduced working hours

1. Reduced working hours shall be established for work and duties, for which, despite the application of protective measures, the employee cannot be protected against harmful effects on his or her health.
2. The working hours shall be reduced in proportion to the level of risk to the health and working capacity of the employee, as determined by the competent authority.
3. Reduced working hours may be reduced to a maximum of twenty (20) hours per week for work involving a high degree of risk to the health of the employee.
4. An employee who works under reduced working hours, pursuant to paragraph 1 of this Article, shall enjoy all the rights and obligations derived from the employment relationship in the same manner as the employee working on a full-time basis.

Article 8

Overtime work

1. In special cases, due to the increase in the volume of work and/or in other necessary cases, at the request of the institution or the supervisor, an employee shall perform overtime work, including during official holidays or weekends.
2. Overtime work may be required for as long as deemed necessary by the institution or the employee's supervisor, but shall not exceed eight (8) hours per week.
3. Work exceeding the limits established under paragraphs 1 and 2 of this Article may also be performed in emergency situations for the prevention of accidents or in cases of unforeseen force majeure.
4. Compensation for overtime work shall be determined in accordance with the applicable legislation on salaries in the public sector.
5. Additional remuneration for work performed during weekends, official holidays and statutory days off shall be mutually exclusive.

6. The employee may request the employer that, instead of additional remuneration for overtime work referred to in paragraph 3 of this Article, compensation be granted in the form of leave.

7. A request for exercising the right referred to in paragraphs 4 and 5 of this Article shall be submitted to the immediate supervisor, who shall issue a decision on such request in every case.

8. The immediate supervisor shall issue a decision regarding the request submitted by the employee pursuant to paragraphs 4 and 5 of this Article and shall forward the decision to the HRMU.

ATTENDANCE AT WORK

Article 9

Compliance with the working hours

During working hours, the employee of the Academy of Justice shall be required to be present at the workplace.

Article 10

Attendance sheet

1. The employee shall be required to register in the electronic attendance sheet.
2. The employee's attendance shall be evidenced through registration in the electronic system administered in accordance with the applicable legislation on the protection of personal data.
3. Where electronic registration is not possible due to technical reasons, attendance shall be evidenced through registration in the record books.
4. Evidence of attendance under paragraph 1 of this Article shall be carried out through electronic devices located at the entrance of each public institution, enabling entry to and exit from the premises and recording every entry and exit of the employee.
5. Lack of evidence of attendance by the employee shall be deemed an absence from work.

Article 11

Attendance registration through the electronic system

1. The electronic attendance registration system shall record the entries and exits of employees in the official premises of the institution, providing the possibility of registering the arrival at work, the end of working hours, official exits, exit and return from breaks during working hours, as well as exits with the permission of the direct supervisor.
2. The registration of entries and exits shall include the exact time of entry and exit.

Article 12

System security

1. Data recorded regarding the entries and exits of employees shall be stored in the entry-exit register, shall constitute personal data, and must be handled in full compliance with the applicable legislation on the protection of personal data.
2. The electronic system shall ensure the implementation of appropriate technical and organisational security measures to protect the personal data collected from employees against unauthorised access.

Article 13

The right to access the employee's data

Access to the entry-exit register shall, at any time, be granted only to the employee concerned with respect to their own data, the employee's immediate supervisor, the head of the relevant organisational unit, and the Chief Administrative Officer.

Article 14

Data processing

The data recorded regarding the entries and exits of employees shall not be used for purposes other than evidencing attendance at work, procedures related thereto, and the calculation of working hours.

Article 15

Disposal of data

The data recorded in the electronic system shall be stored, processed, and deleted in accordance with the applicable legislation on the protection of personal data.

Article 16

Annual leave

1. For each calendar year, an employee shall be entitled to twenty (20) working days of paid annual leave, irrespective of whether they work full-time or reduced working hours. The right to annual leave acquired by an employee on the basis of years of service under Law No. 03/L-149 on the Civil Service of the Republic of Kosovo or Law No. 03/L-212 on Labour shall constitute an acquired right recognised pursuant to Article 99, paragraph 13 of Law No. 08/L-197 on Public Officials.
2. An employee, performing tasks and duties which despite the application of protective measures contain their harmful effect, shall be entitled to an annual leave of at least thirty (30) working days for a calendar year.
3. The duration of annual leave shall increase according to the length of service, by one (1) additional working day for every five (5) years of service.
4. Mothers or single or self-support parents of a child up to three (3) years old, as well as employees with disabilities, shall be entitled to two (2) additional working days of annual leave.

5. Where an employee falls sick during the use of annual leave, the allowed medical leave time shall not be counted as annual leave.
6. Where an official holiday falls on a working day, in accordance with the applicable legislation on official holidays, that day shall not be counted as annual leave.
7. An employee who establishes an employment relationship for the first time, or who does not have an interruption of more than five (5) working days, shall become entitled to the annual leave after six (6) months of uninterrupted work, in proportion to the number of months worked.
8. An employee shall be entitled to at least 1.66 days of annual leave for each completed calendar month spent at work, if:
 - 8.1. in the calendar year in which he or she established an employment relationship for the first time, he or she does not have six (6) months of uninterrupted work; or
 - 8.2. in the calendar year, he or she is not entitled to use the annual leave due to the termination of the employment relationship.
9. Unused annual leave may not be compensated with money.
10. By way of exception to paragraph 9 of this Article, compensation with money for unused annual leave may be granted upon termination of the employment relationship. In this case, if the institution cannot enable the employee to use the remaining annual leave, the employee shall receive financial compensation calculated on the basis of the unused annual leave days.
11. Where annual leave has been used before the employee has acquired entitlement to such leave, the corresponding value of the unearned leave days shall be deducted from the final salary.
12. In case of changing the employment relationship from one institution to another, the employee shall be entitled to carry over unused annual leave days.

Article 17

Use of annual leave

1. For the time interval of using the annual leave, the employee must notify the immediate supervisor at least fifteen (15) days before starting to use the annual leave.
2. In case of granting the annual leave, the decision on the schedule and duration of the annual leave shall be issued to the employee at least five (5) days before starting to use the annual leave.
3. The request for annual leave shall be approved by the immediate supervisor and the Human Resource Management Unit shall be notified.
4. The approval or refusal of annual leave shall be recorded in the individual file of the employee.
5. The annual leave may be taken in two (2) or more parts, as agreed with the immediate supervisor.

6. If an employee uses the annual leave in two (2) or more parts, the main part must be used for at least ten (10) uninterrupted working days during one (1) calendar year. The rest of the unused leave must be used no later than 30 June of the next calendar year.

Article 18

Medical leave

1. In case of illness, the employee shall be entitled to medical leave for a duration of up to twenty (20) working days within one (1) year with 100% salary compensation.

2. The employee who uses medical leave must inform the direct supervisor and provide a relevant certificate from the competent medical entity.

3. The Employee may use the days scheduled for medical leave provided for in paragraph 1 of this Article even in case of illness of his or her child, evidenced by a certificate issued by the medical entity.

4. The employee shall be entitled to compensation for medical leave as a result of injury at work or occupational disease related to the performance of work and services for the institution, for a duration of ten (10) to ninety (90) working days with 70 % salary compensation, upon submission of the relevant certificate issued by the competent authority.

5. Evidence from the competent medical entity, according to paragraphs 2 and 3 of this Article shall mean the evidence clearly defining the days of absence from work due to his or her medical condition.

6. After the compensation period according to paragraphs 1 and 3 of this Article, an employee shall be entitled, at the recommendation of the competent medical entity, to extend the medical leave without pay.

7. For the time of absence from work without pay from paragraph 6 of this Article, an employee shall have his or her rights and duties under the employment relationship terminated, other than the right to his or her reinstatement at the workplace.

Article 19

Notification of temporary incapacity for work

1. In case of illness or temporary incapacity for work, an employee shall be obliged to inform the immediate supervisor immediately or at the latest during the day of absence from work

2. In case of illness or serious injury that renders it impossible for an employee to inform the immediate supervisor according to paragraph 1 of this Article, an employee must make efforts to inform the direct supervisor as soon as possible.

3. If an employee fails to prove that he or she made reasonable efforts to inform the immediate supervisor of his or her absence, for unreasonable delays in notification, the public official shall be considered to have committed a minor disciplinary violation.

4. If the reported absence from work lasts more than three (3) days, the immediate supervisor shall have the authority to ask the employee to submit a medical certificate issued by the competent health authority justifying the absence from work.

Article 20

Maternity leave

1. The employee shall be entitled to twelve (12) months of maternity leave in accordance with the provisions of the applicable Law on Labour.

2. Upon submission of a medical certificate, a female employee may start using maternity leave up to forty-five (45) days before the expected date of childbirth.

3. During the twenty-eight (28) days preceding the expected date of childbirth, the immediate supervisor, with the consent of the pregnant employee, may request her to start using maternity leave if the employer considers that she is no longer able to perform her duties.

4. The employee who is breastfeeding a baby shall be entitled to all rights provided under the applicable legislation on the protection and promotion of breastfeeding.

5. If an employee does not use maternity leave after the sixth month, she shall retain the right to breastfeeding breaks in accordance with the applicable legislation on the protection and promotion of breastfeeding.

6. A male employee may exercise the mother's maternity leave rights if the mother dies or abandons the child before the end of the maternity leave.

7. If a child requires special care due to a serious medical condition or has a permanent disability, either parent shall, upon expiry of the maternity leave, be entitled to work half-time until the child reaches two (2) years of age.

8. If an employee gives birth to a stillborn child, or if the child dies before the end of maternity leave, the employee shall, upon the recommendation of a physician, be entitled to maternity leave for the period necessary to recover from childbirth and the psychological effects of the loss, but for no less than forty-five (45) days.

9. The maternity leave rights after the sixth (6th) month may be transferred to the father of the child by agreement with the mother, in accordance with the applicable Law on Labour.

Article 21

Paid leave

1. The employee shall be entitled to be absent from work with salary compensation in the following cases:

1.1. five (5) days in case of his or her marriage;

1.2. five (5) days in case of the death of a close family member;

1.3. three (3) days for childbirth;

1.4. two (2) working days for each case of voluntary blood donation, including the day of donation.

2. After taking paid leave under paragraph 1 of this Article, the employee shall submit the relevant supporting documentation issued by the competent authority.

Article 22

Unpaid leave

1. Upon the request of an employee, the Executive Director may approve unpaid leave in the following cases:

1.1. for professional development for the employee's own benefit; or;

1.2. to provide care for a close family member due to illness (spouse, parent, child, sister, or brother).

2. To exercise the right to unpaid leave under paragraph 1 of this Article, the employee shall submit a justified request.

3. The request must be submitted no later than fifteen (15) days in advance to the immediate supervisor, who, together with their recommendation, forwards it to the Executive Director for decision-making. Exceptionally, this deadline does not apply in cases of unpaid medical leave.

4. The decision issued by the Executive Director shall be delivered without delay to the employee and to the responsible officer.

5. For the time of absence from work without salary compensation from paragraph 1 of this Article, the employee shall have his or her rights and duties under the employment relationship terminated, other than the right to his or her reinstatement at the workplace.

Article 23

Entry into force

This Regulation shall enter into force on the date of its approval.

Fejzullah Rexhepi

Chairman of the Steering Council
Academy of Justice