



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 30 July 2026, hereby approves:

REGULATION No. 06/ 2026

**ON SUSPENSION AND TERMINATION OF THE EMPLOYMENT
RELATIONSHIP IN THE ACADEMY OF JUSTICE**

CHAPTER I

Article 1
Purpose

This Regulation aims to establish the rules and procedures governing the suspension and termination of the employment relationship of the civil servants in the Academy of Justice.

Article 2
Scope

This Regulation shall apply to all categories of employees of the Justice Academy, including Heads of Departments, Heads of Divisions, and other support staff.

Article 3

Definitions

1. The expressions, terms and abbreviations used in this Regulation shall have the following meanings:

- 1.1 Civil servant – means any person employed by the Justice Academy under a regular employment relationship in accordance with the applicable legislation.
- 1.2 LPO – means Law No. 08/L-197 on Public Officials;
- 1.3 LJA – means Law No. 05/L-095 on Academy of Justice;
- 1.4 Responsible Officer – means the Senior Human Resources Officer;
- 1.5 Suspension – means the temporary interruption of the employment relationship without termination of the civil servant's status.

2. Other terms used in this Regulation shall have the same meaning as defined in the applicable legislation in force.

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Types of suspension

1. Suspension from the employment relationship may be:

- 1.1.ex officio; or
- 1.2.upon the employee's request (voluntary suspension).

Article 5

Ex officio suspension

1. The employment relationship of a civil servant of the Academy of Justice shall be suspended ex officio in the following cases:

- 1.1. where disciplinary proceedings have been initiated against him/her and the continuation of work obstructs the investigation or the performance of duties;
- 1.2. where criminal proceedings have been initiated against the civil servant for criminal offences committed in the exercise of a public function;
- 1.3. where the civil servant is under arrest or detention on remand;
- 1.4. where the civil servant has been appointed to a public function in accordance with the law;
- 1.5. where a court decision suspends the performance of official duties;
- 1.6. in other cases, provided for by law.

Article 6

Duration of suspension

1. The duration of suspension shall depend on the relevant ground and lasts until the completion of the respective procedure or term of office.
2. In cases of arrest or detention on remand, the suspension shall continue until the civil servant is released.
3. In cases where the suspension has been ordered by a court, it shall continue until another court decision is issued.

Article 7

Suspension procedure

1. Ex officio suspension is made by a decision of the Executive Director, in coordination with the responsible officer of the Academy of Justice, following verification of the grounds for suspension.
2. The decision on suspension is issued in writing and communicated to the employee within three (3) working days.
3. The civil servant is entitled to appeal the suspension decision to the Independent Oversight Board for the Civil Service of Kosovo within thirty (30) calendar days.

Article 8

Voluntary suspension

1. A civil servant may request suspension of the employment relationship for the following reasons:
 - 1.1. to provide care for a close family member who is ill or elderly (for up to one (1) year);
 - 1.2. to pursue studies or professional training (for up to two (2) years).
2. The request is submitted in writing and contains the justification and the relevant supporting documents.

Article 9

Effects of suspension

1. Upon the expiry of the suspension period, unless the employment relationship with the Academy of Justice is terminated in accordance with the Law on Public Officials (LPO), the employee shall be reinstated to his/her previous position.
2. If the previous position has been permanently filled, the civil servant shall be transferred to another equivalent position.
3. The civil servant holding lower, middle or senior management positions, in the cases referred to in paragraphs 1 and 2 of this Article, shall be reinstated or transferred to a position for the remainder of the term of office to which they were appointed.
4. In the case of suspension for a period of up to three (3) months, the position shall not be filled until the suspension has ended.
5. In the case of voluntary suspension for the purpose of caring for a close family member who is elderly or ill, the position shall not be filled for up to one (1) year.
6. In the following cases of suspension, the suspension period shall be counted as work experience in the civil service:
 - 6.1. where disciplinary proceedings have been initiated against the civil servant and the Disciplinary Commission determines that the continued performance of duties by the civil servant would obstruct the disciplinary investigation or may adversely affect the proper performance of his/her duties;
 - 6.2. where the civil servant is transferred, due to the needs of the institution, to an international organisation or an international institution;
 - 6.3. where the civil servant is in a continuing conflict of interest in accordance with the relevant special law, until his/her transfer to another position;
 - 6.4. during participation in an education or training program lasting more than thirty (30) days, for the needs of the institution;
 - 6.5. in the case of voluntary suspension for the purpose of caring for a close family member who is elderly or ill;
 - 6.6. in other cases, expressly provided for by law.
7. In the following cases of suspension, the suspension period shall be counted as work experience in the Academy of Justice, provided that the criminal proceedings are concluded and the civil servant is not found guilty:
 - 7.1. where the court suspends a civil servant who is an official person from the performance of duties under the conditions and grounds provided for in the applicable legislation;
 - 7.2. where criminal proceedings have been initiated against the civil servant for the commission of a criminal offence during the performance of his/her official functions;

- 7.3. where the civil servant is under arrest or detention on remand;
- 7.4. where the civil servant is declared missing until the person reappears or is declared deceased by a court decision.
8. During the suspension period, the employee shall not be entitled to salary, except in the cases expressly provided for in paragraph 9 of this Article.
9. By way of exception to paragraph 8 of this Article, the employee shall be entitled to fifty per cent (50%) of the basic salary as follows:
- 9.1. for a period of up to six (6) months in the following cases:
- 9.1.1. where disciplinary proceedings have been initiated against the civil servant and the Disciplinary Commission determines that the continued performance of duties by the civil servant would obstruct the disciplinary investigation or may adversely affect the proper performance of his/her duties;
- 9.1.2. during participation in an education or training program lasting more than thirty (30) days for the needs of the institution.
- 9.2. until the end of the suspension period in the following cases:
- 9.2.1. where the court suspends the civil servant, as an official person, from the performance of duties under the conditions and grounds provided for in the applicable legislation;
- 9.2.2. where criminal proceedings have been initiated against the civil servant for the commission of a criminal offence during the performance of his/her official functions;
- 9.2.3. where the civil servant is under arrest or detention on remand;
- 9.2.4. where the civil servant has been declared missing by a final court decision, until the person reappears or is declared deceased by a court decision.
10. Where the disciplinary proceedings or criminal proceedings are concluded without the imposition of a disciplinary measure or criminal conviction, respectively, a civil servant who was suspended while receiving fifty per cent (50%) of his/her salary shall be compensated for the withheld portion of the basic salary.

CHAPTER II

TERMINATION OF THE EMPLOYMENT RELATIONSHIP

Article 10

Termination of the employment relationship

1. The employment relationship of all categories of civil servants of the Academy of Justice shall terminate in the following cases:

- 1.1. on the grounds specified in Article 11 of this Regulation;

- 1.2. by release from duty as a civil servant of the Academy of Justice, pursuant to Articles 12 and 13 of this regulation;
- 1.3. by dismissal from duty as a civil servant of the Academy of Justice as a disciplinary measure, in accordance with the Regulation on Disciplinary Procedure.

Article 11

Termination of the employment relationship in the cases foreseen by law

1. The employment relationship of all categories of civil servants of the Academy of Justice shall terminate in the cases when:

- 1.1. the civil servant dies or when the court decision declaring the employee deceased becomes final;
- 1.2. the civil servant loses citizenship, where citizenship is required;
- 1.3. the court's decision on the restriction or deprivation of legal capacity becomes final;
- 1.4. reaching the retirement age in accordance with the Law on Labour;
- 1.5. the unlawfulness of the appointment decision is established; and
- 1.6. the civil servant is convicted by a final court judgment of having committed an intentional criminal offence.

2. The civil servant shall be informed of the termination of the employment relationship due to reaching retirement age six (6) months prior to the retirement date by the Responsible Officer.

3. The termination of the employment relationship in accordance with this regulation, and subparagraphs 1.1, 1.2, 1.3, 1.5, and 1.6 of paragraph 1 of this Article shall be established within seven (7) days from the occurrence of, or becoming aware of, the ground for termination.

3.1. The final decisions shall be prepared by the Responsible Officer and signed by the Executive Director of the AoJ.

Article 12

Release from the employment relationship of a civil servant employed by AoJ

1. The employment relationship of all categories of civil servants of the Academy of Justice shall terminate in the following cases:

- 1.1. due to the civil servant's unjustified refusal to accept a transfer;

- 1.2. where the civil servant is declared medically unfit for work by the competent medical commission, in accordance with the applicable legislation;
- 1.3. following two (2) consecutive “Unsatisfactory” work performance appraisals. A special appraisal shall also be considered as the second consecutive appraisal;
- 1.4. where the civil servant exercises the right to early retirement, in accordance with this Regulation;
- 1.5. where a civil servant in the lower, middle or senior management category becomes a member of a political party, or where civil servants of other categories become members of the governing bodies of a political party;
- 1.6. where a civil servant who has suspended the employment relationship pursuant to paragraph 1, subparagraph 1.2 of Article 4 of this regulation, establishes another working relationship;
- 1.7. by resignation, in accordance with Article 13 of this regulation; and
- 1.8. in any other case provided for by this regulation.

2. Release from the working relationship pursuant to subparagraph 1 sub-paragraph 1.3 of this Article shall be established within ten (10) days from the second “Unsatisfactory” appraisal, whereas in all other cases, within ten (10) days from becoming aware of the relevant ground.

3. Decisions on release from the employment relationship shall be prepared by the Responsible Officer and signed by the Executive Director of the AoJ.

Article 13 **Resignation**

1. A civil servant may resign from his/her position. Resignation shall constitute a legal ground for release from the employment relationship.

2. In addition to the resignation referred to in paragraph 1 of this Article, a civil servant appointed to the lower, middle or senior management category may resign only from the managerial position he/she holds.

3. The civil servant referred to in paragraph 2 of this Article shall be assigned to a vacant position in the professional category, provided that he/she fulfils the requirements for appointment to that position.

4. A person appointed to the lower, middle or senior management category who was not a civil servant prior to appointment to the position from which he/she resigns shall be released from the civil service.

5. Until appointment to a position in the professional category, the civil servant shall be placed on the waiting list and shall enjoy the rights as provided relevant provisions of the regulation on the recruitment procedure in the AoJ.

6. A civil servant of the Academy of Justice shall submit his/her resignation in writing to the Responsible Officer of the institution where he/she performs his/her duties or to the responsible unit in the case of civil servants of the senior management category, while informing the direct supervisor.

7. The resignation shall produce legal effect thirty (30) days from the date of its submission.

8. By way of exception to paragraph 7 of this Article, in justified cases, upon the request of the civil servant and with the approval of the responsible unit, the resignation shall produce legal effect before the expiry of the thirty (30)-day period from the date of notification of resignation.

9. Decisions on termination of the employment relationship by resignation shall be prepared by the Responsible Officer and signed by the Executive Director of the Academy of Justice.

Article 14

Early retirement

1. A civil servant of the Academy of Justice may apply for early retirement no more than two (2) years before reaching the retirement age prescribed by law.

2. The request for early retirement shall be approved by the Executive Director of the AoJ.

3. The Academy may expedite retirement in cases of staff reduction following a reorganization, merger with another institution, closure of the institution, or abolition of positions, for those civil servants who are within two (2) years of their retirement date.

4. The early retirement benefit referred to in paragraph 1 of this Article shall amount to seventy per cent (70%) of the last basic salary received until the civil servant reaches the statutory retirement age.

Article 15

Handover of duties

1. A civil servant of the Academy whose employment relationship is terminated, who is released from duty or who is granted early retirement shall, where possible, hand over

his/her duties and all documents related thereto to the direct supervisor, while work equipment and inventory shall be handed over to the unit responsible for the administration of work equipment and physical inventory.

2. The handover of duties, documentation, work equipment and inventory shall be completed within fifteen (15) days from the date of receipt of the decision on release from the employment relationship. This period may be extended by the supervisor, depending on the circumstances of the case.

3. In the cases provided for by law and this Regulation where the civil servant is unable to carry out the handover, the direct supervisor shall fulfil this obligation in accordance with paragraph 1 of this Article.

4. Following the handover referred to in paragraphs 1 and 2 of this Article, the Responsible Officer shall take the necessary actions to close the civil servant's official e-mail account and discontinue any form of payment of the civil servant.

Article 16

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